



## II Report Requesting, Printing And Other Output

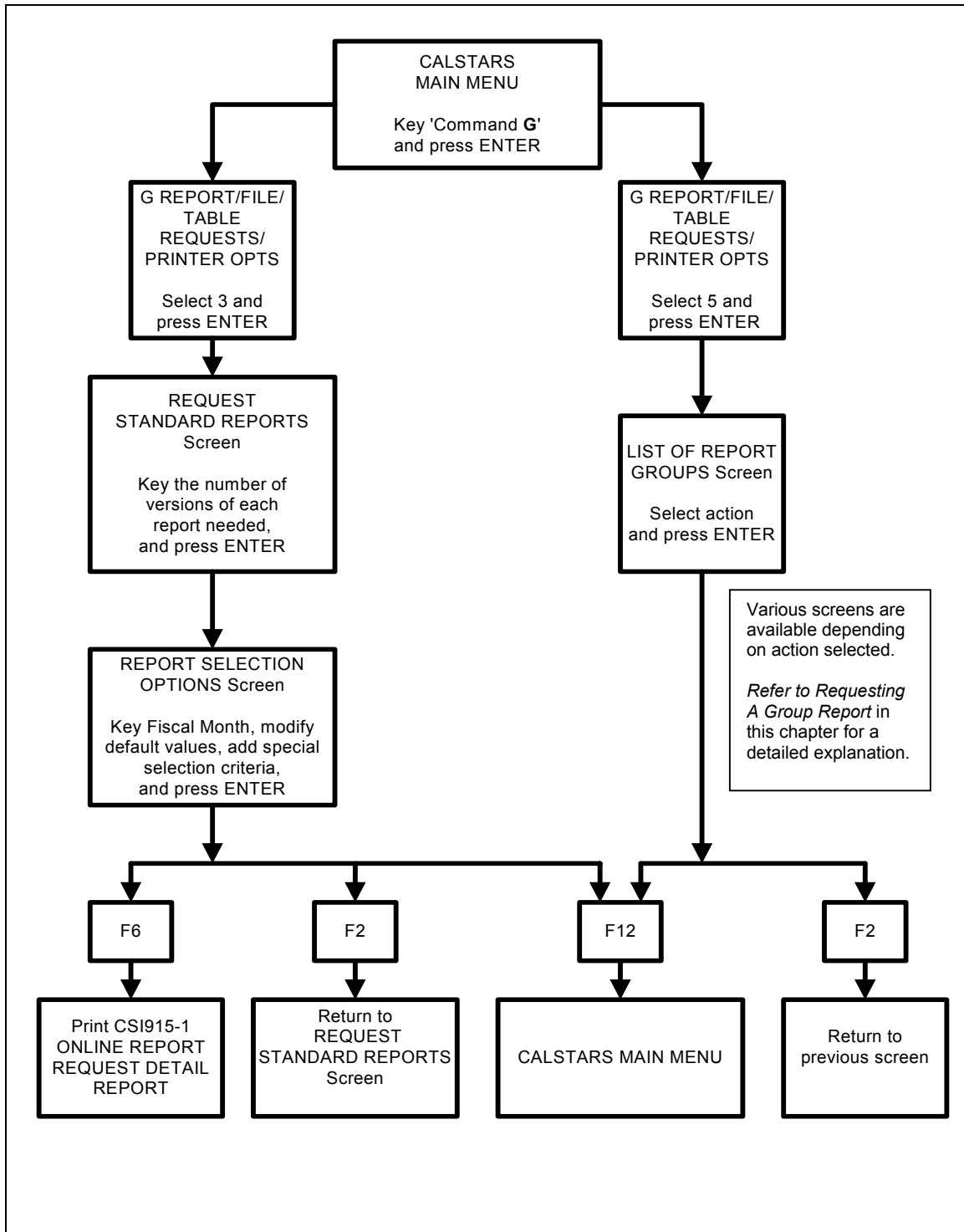
CALSTARS provides several options for producing reports and data output that are available in a variety of media for financial reporting and management. The overall report and file output system are described in Chapter I of this volume. The procedures in this chapter describe how to order reports and files, the available report and file options and how to control the printing of reports.

The types of output available from the CALSTARS master files and tables include:

- ★ Standard Reports - requestable reports on paper, microfiche, or report datasets (files) that are requested through Command **G.3**, Request Standard Reports
- ★ Group Reports – agency defined groups of requestable reports on paper, microfiche, or report files and data sets that are requested through Command **G.5**, List of Report Groups.
- ★ Table Copy and File Copy - raw data in the form of files that contain the agency's data or other system information that are requested through Command **G.1**, Request Table Copy and Command **G.2**, Request File Copy.

See Exhibit II-1 on the following page for a diagram of the report request process.

# EXHIBIT II-1



## REQUEST STANDARD REPORTS - COMMAND G.3

Command **G.3**, Request Standard Reports, displays all standard requestable reports, using two screens: the Request Standard Reports screen to select the number of versions of each report; and the Report Selection Options screen to customize the level of detail and options, if available, and designate the report output destinations.

### Request Standard Reports Screen (Command G.3)

This screen lists all of the Standard reports. Key the desired number of report versions by entering a number between **1** and **9** (limited to 1 on most H reports) in the space to the left of the report ID. Some of the report IDs may be a different color to indicate the agency's Report Request Table (maintained by CALSTARS Support Unit staff) has been set to disallow requests for these reports. When either forward or backward tab is used, the cursor skips over these fields.

The sum of all the report versions requested may not exceed 100. If this happens, one or more numbers must be over-keyed to reduce the total to 100 or less. Once the **Enter** key is pressed and no errors occur, the numbers may not be blanked or reduced using this screen.

The Request Standard Reports Screen has 2 count fields, 'Total Request Versions' and 'Total Report Requests'. If no reports have been previously requested when accessing this screen, both count fields will be blank. If reports have been previously requested or when returning from the Report Selection Options Screen, counts will be displayed in the Total Request Versions and the Total Report Requests fields. A typical Request Standard Reports Screen, with several reports selected, is shown below:

```

9990 G.3: Request Standard Reports                                03-13-2002 09:31 AM

Specify the number of versions for each report and press ENTER

- A02  - A03  - B03  - B04  - B06  - C01  - C02
- DB1  - DB2  - D01  - D02  - D03  - D04  - D05  - D06  - D07  - 1 D08
- D09  - D10  - D11  - D12  - D13  - D14  - D15  - D16  - D17  - 1 D18
- ET1  - ET2  - E01  - E02  - F01  - F05
2 G01  - G02  - G03  - G04  - G05
- HB4  - HB5  - HD1  - HG1  - HP1
- H00  - H01  - H02  - H03  - H04  - H05  - 1 H06  - H07  - H08  - H09
- H1A  - H10  - H11  - H12  - H13
- I01  - K01  - L01  - L02  - N10  - N11  - N20  - P01  - P02
- QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  - Q16  - Q18  - Q19
- Q21  - Q22  - Q23  - Q24  - Q25  - Q26  - Q27  - Q28  - Q29  - Q32
- Q33  - Q34  - Q35  - Q36  - Q37  - Q38  - Q42  - Q43  - Q50  - Q51
- R01  - S01  - U01  - X01  - X02  - X03  - Y01  - REF

Total Request Versions:      Total Report Requests:
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit      RpGrp      Clear      Main

```

Note that help is available for this screen. If the **F1** key is pressed, a popup menu will display the various Help subjects available. Key the appropriate menu number in the Code field for the subject you wish to view and press **Enter**. Press the **F2** key to end Help and return to the Request Standard Reports Screen.

If there are no errors, pressing the **Enter** key on the Request Standard Reports Screen brings up the Report Selection Options – Screen 1. The Report Selection Options Screen displays one line for each report request and is shown below:

### Report Selection Options Screen

Each report version is unique by Report ID, Fiscal Month, Period, I, P, O, F, Fund, GLAN, or any of the special selection criteria. A duplicate report request is a copy of a report, requested individually (Command G.3) or from a group(s) (Command G.5), with all the same request data. If a duplicate report is ordered, the Report ID for the original version is displayed in green, and the Report ID for the duplicate request is displayed in white. The 'Total Request Versions' and 'Total Report Requests' counts on the Request Standard Reports Screen will not equal if there are duplicate reports ordered. In this case, the 'Total Request Versions' = 2 and the 'Total Report Requests' = 3

```

9990 Report Selection Options - Screen 1                                03-11-2002 02:13 PM
                                                                MORE=>

Enter under F below: (D=Delete)
  RPT  <PERIOD> <DETAIL> <=SELECT=>
  F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
  - - - - -
  _ G01  ??  M  0  0  0  1  _ _ _ _  A1  _ _ _ _ _
  _ G01  ??  M  0  0  0  1  _ _ _ _  A1  _ _ _ _ _
  _ H06  ??  _  1  0  0  1  _ _ _ _  A1  _ _ _ _ _

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      RFrsh Print Bkwrд Frwrд      Left  Right Main
R75 -INVALID FISCAL MONTH

```

The ?? value automatically appears in the "FM" column. Key over the ?? with the appropriate fiscal month and make any necessary changes to the **PERIOD – P, I-P-O-F, FUND, GLAN, OUTPUT DEST** (Route/Number of copies), and **INDEX** and **PCA** selection options fields.

Additional selection options are available on Screen 2. Navigation between Screen 1 and Screen 2 is done by pressing the **F11** (right) key and the **F10** (left) key.

9990 Report Selection Options - Screen 2

03-11-2002 02:28 PM

&lt;=MORE

Enter under F below: (D=Delete)

RPT &lt;PERIOD&gt; &lt;DETAIL&gt;&lt;OBJ DTL&gt;

F ID	FM	P	I	P	O	F	FROM	TO	FFY	PROJ	WP	REPORT GROUP ID	REQUESTOR USER ID
-	-	-	-	-	-	-	-	-	-	-	-	-	-
G01	??	M	0	0	0	1							CSCSDDP
G01	??	M	0	0	0	1							CSCSDDP
H06	??		1	0	0	1							CSCSDDP

Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Retrn Quit

RFrsh Print Bkwd Frwd

Left Right Main

R75 -INVALID FISCAL MONTH

DATA ELEMENTS	DESCRIPTION
<b>F</b>	D = DELETE: Deletes the report request. The report is removed immediately.
<b>RPT ID</b>	Fixed - cannot be changed.
<b>G</b>	A 'G' designates that a report is from a report group.
<b>PERIOD</b> <b>FM</b>	Fiscal Month of the data. <b>Must always be specified.</b>
<b>P</b>	On some reports, Period qualifies the Fiscal Month or provides a wider range of selection options.
<b>DETAIL</b> <b>I - P - O - F</b>	Identifies the level of detail for Index (organization), Program, Object and Fund displayed in the report.
<b>FUND</b>	On some reports, limits the report to one fund.
<b>GLAN</b>	On some reports, limits the report to one general ledger account or a group of accounts.
<b>OUTPUT DEST</b>	Specifies output to a printer or other report media and number of report copies. Up to 6 output destinations may be selected, but a destination cannot be used more than once per request line; i.e., one A1 entry for one report line.
<b>INDEX</b> <b>FROM - TO</b>	Enter an Index or a range of Indexes to be selected or leave blank.
<b>PCA</b> <b>FROM - TO</b>	Enter a PCA or a range of PCAs to be selected or leave blank.
<b>OBJ DTL</b> <b>FROM - TO</b>	Enter one Object Detail Code or a range of Object Detail Codes to be selected or leave blank.
<b>FFY</b>	Enter one FFY to be selected or leave blank.

DATA ELEMENTS (continued)	DESCRIPTION (continued)
<b>PROJ</b>	Enter one Project Code to be selected or leave blank.
<b>WP</b>	Enter one Work Phase to be selected (00 is acceptable) or leave blank.
<b>REPORT GROUP ID</b>	System provided only for Group Report requests.
<b>REQUESTOR USER ID</b>	System provided for individual and group requests.

Pressing the **Enter** key causes the entire screen to be edited. If no errors are detected, the message '121-REPORT REQUEST (S) ACCEPTED FOR PROCESSING' is displayed at the bottom of the screen. For most output types the request file is read at the end of the processing day. Online requests (**N1** and **F1** Destination Codes) are immediately processed when the **Enter** key is pressed.

If errors are detected, the erroneous fields are highlighted in red. An error code and message at the bottom of the screen is also highlighted in red. Up to three errors may be displayed at a time. Additional errors are held until errors are cleared to provide room for display. Errors are corrected by over-keying incorrect information and pressing the **Enter** key.

Note that a Report Group ID and a Requestor User ID are displayed on the right of Screen 2 of the Report Selection Options Screen. The Report Group ID identifies the name of the report group. The Requestor User ID identifies the individual requesting a report or submitting a report group.

If the total reports requested (original and duplicates) exceed a Destination Code(s) limit, the Destination Code(s) exceeding the limit is highlighted in red. (Refer to Destination Codes subsection in this chapter for more information on limits.) An error message, 'RR7-COPIES EXCEED MAXIMUM' is displayed at the bottom of the screen. If this occurs, the number of report requests or copies requested must be reduced so as to not exceed the maximum. The Requestor User ID will assist agencies by determining who ordered the reports. A decision can then be made to determine which report requests get priority for that day. If a report is not needed or is requested in error, the report request can be deleted by entering a **D** in the **F** column to the left of the Report ID.

Each report request is displayed separately on the Report Selection Options Screen. CALSTARS produces all reports accepted for processing including all original and all duplicate reports.

A change may be made to an individually requested report anytime during the day by navigating to the Report Selection Options Screen, over-keying any field and pressing the **Enter** key. This technique is also used to increase the number of copies requested up to the maximum allowable per Output Destination Code. For reports from a group, only the Output Destination Codes may be changed or added.

To order an additional report or report version anytime during the day, navigate to the Request Standard Report Screen (**G.3**). Increase the number of requested copies to the left of the report ID, press **Enter**, complete the Report Selection

Options Screen, and press **Enter**. To order a different version of a previously run N1 or F1 report, key a **1** over the \* in the Destination Code on the Report Selection Options Screen, make needed changes and press **Enter** to submit the report.

Pressing the **F6** key prints the CSI915-1, Online Report Request Detail Report. This report includes all report requests, identifies reports that contain errors and displays an 'AS OF' processing time following the report title. After pressing the **F6** key, the report should be available in your agency's BPRT printer queue within a few minutes.

The Report Selection Options Screen as it looks at the end of the processing day, typically 6:00 PM on production days, is what CALSTARS uses to process over-night report requests. As part of the nightly process, the CSB915-1, Daily Report Request Detail Report, is generated and sent to your agency's IEUP printer queue. This report includes all report requests, including reports containing errors, and displays the same information fields as the CSI915-1 report. Reports noted with ERROR in the Status field are not processed. The CSB915-1 is available as a dataset (**D1**) by request. See instructions for requesting output media changes in the *Print Online Report Request Detail Report* section later in this chapter.

### Multiple Users

Occasionally more than one person may simultaneously use the Request Standard Reports Screen. When this occurs, messages are issued so each person is aware of the actions of the other person. The situations below can occur when one person, Employee 1, is working on the Request Standard Reports Screen and Employee 2 does the following:

#### ★ Adds a report

Employee 1 is unaware of added reports until the **F5** – Refresh key is pressed or the **F2** – Return key is selected.

#### ★ Changes report option(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue and are locked. The message, '321 –BLUE REPORTS CHANGED BY OTHER USER; MUST USE F5 TO SEE CHANGES & CONTINUE', is displayed. Changes made by Employee 1 continue to display until the **F5** key is pressed. At that time, the changes made by Employee 2 are shown. The changes made by Employee 1 to reports that were changed by Employee 2 are lost. Changes by Employee 1 to other reports not altered by Employee 2 are accepted.

✧ Deletes a report(s)

The next time Employee 1 presses **Enter**, the report line(s) that was deleted by Employee 2 is displayed in green and is locked. An **X** is shown to the left of the deleted report line(s) in the "F" column. The message, '320 –X=REPORT DELETED BY ANOTHER USER; MUST USE **F5** TO SEE CHANGES & CONTINUE', is displayed. When the **F5** – Refresh key is pressed, the deleted line(s) is removed and all other changes are shown.

✧ Changes and Deletes a report(s)

The next time Employee 1 presses **Enter**, all report lines that have been changed by Employee 2 are displayed in blue. The deleted report line(s) is displayed in green, and an X is displayed to the left of the deleted report line(s) in the "F" column. The message, '322 –BLUE RPTS CHANGED & X=DELETED BY ANOTHER USER; MUST USE **F5** TO CONTINUE', is displayed at the bottom of the screen. Press **F5** to continue your activity.

Note that if Employee 1 is making changes, the same results and messages occur on Employee 2's screen.

Pressing the **F5** – Refresh key shows employees the current version of all requests. The **F5** key can be used at any time, not only when a message is displayed.

**NOTE:** If changes are made, press the **Enter** key prior to pressing the **F5** key.

**Selection Options Considerations**

When ordering reports with special selection options:

- ✧ There is no limitation as to how many or how few special selection options are requested. A single index, PCA or object detail code may be requested or ranges may be requested.
- ✧ The special selection options must be entered with the correct field length and must not contain special characters or spaces (i.e., FFY must be 4 digits and numeric).
- ✧ Requesting all zeros in the Index, PCA, Object Detail, FFY and Project fields will create an error. Work Phase may be ordered with zeroes (00).
- ✧ The Project and Work Phase fields may be coded independently or together. If Project is used without Work Phase, all Work Phases within the Project are selected. If Work Phase is used without Project, all Projects with the Work Phase are selected. If Project and Work Phase are used together, only the specified Project and Work Phase are selected.
- ✧ Estimated ranges for Index, PCA, Object Detail and Project/Work Phase can be requested without having to enter valid table values (i.e., Index range of 0001 to 2000 is requested, but the first valid Index is 1005).



- ✧ When entering ranges, the value entered in the FROM field must be less than the value entered in the TO field.
- ✧ There are no relational edits between the Level of Detail (IPOF) and the additional selection options requested. Therefore, a report may be ordered at a higher level than the additional selection options requested. For example, a report may be requested at the Section level (I=1) with a specific Index range as a selection option. The report will process at the Section level, but will contain only information for the selected Index range (which may be less than the total Indexes in that Section). The Index numbers will not appear in the body of the report since the overall report was ordered at a higher level. Care must be taken to ensure that reports are ordered at the desired levels.
- ✧ Use of special selection options does not alter the sort sequence of reports. In reports such as the H09 and H10, History Expenditure Records Supporting the Q12/Q16 Report, when the special selection options ordered (such as Index) are not part of the report key, the Indexes may appear to be out of sequence in the body of the report.
- ✧ When requesting **N1** or **F1** reports, key any desired special selection criteria prior to pressing any function key or the **Enter** key.

Note that modifiable fields on the Report Selection Options Screens are displayed in yellow and underlined in yellow. If a field containing data cannot be modified, it is displayed in green with no underline; i.e., Report ID, IPOF values, etc. If data cannot be entered in a field, an underline is not displayed for that field; i.e., Period, Fund, special selection criteria, etc.

## Report Options

In general, the options available for the CALSTARS financial reports depend upon the specific report design and the master file(s) used to prepare them. Not every option is available for every report. The available options for each report are displayed on the Report Request Table Reference Card, which is also referred to as the "Ref Card". The instructions for ordering a Ref Card are discussed in the *Requesting the Report Request Table Reference Card* section later in this chapter. A description of each Standard Report is contained in Chapter III, Standard Reports. Each of the options available through the Standard Reports is described below.

### Report Period - Fiscal Month (FM)

CALSTARS uses five periodic amount fields in each Master File. The chart below identifies these and the time period covered for two example dates (May 25<sup>th</sup> and July 25<sup>th</sup>).

Periodic Amount Field and Definition	Contents of Field as of	
	May 25	July 25
<b>CM0:</b> cumulative through the current date	July 1 - May 24	New Year July 1 - July 24
<b>CM1:</b> cumulative through the end of the prior month	July 1 - April 30	ZERO
<b>CM2:</b> cumulative through the end of the prior, prior month	July 1 - March 31	Previous July 1 - May 31
<b>PY13:</b> cumulative through the end of the prior year adjustment period (FM13)	Previous July 1 - June 30	Previous July 1 - June 30
<b>PY:</b> cumulative through the end of the prior year (FM12)	ZERO (After Close)	Previous July 1 - June 30

The following chart illustrates how the periodic amount fields are used in reporting.

Report Request Date	Report Period	Current Month Activity	Year To Date Activity
May 25	CM	CM0 less CM1	CM0 Balance
	PM	CM1 less CM2	CM1 Balance
July 25	CM	CM0 less CM1	CM0 Balance
	PM	PY less CM2	PY Balance
	PY	PY13 less PY	PY13 Balance

The Operating File also maintains an amount field for each fiscal month and historical data. These are labeled **FM 01** (July) through **FM 12** (June), and **FM 13** (year-end adjustments) for each month's activity and **PY1** for system use in accumulating amounts from inception-to-date (for all past fiscal years).

The fiscal period timing options available for report ordering are:

**Current Month (CM)** - generates a report that includes financial data from the beginning of the year through the day the report is requested by using the CM0 fields. An agency should select this option when a cumulative year-to-date report is desired.

**Prior Month (PM)** - generates a report that includes financial data from the beginning of the year through the close of the prior fiscal month by using the CM1 fields. For example, if the current fiscal month is December, the **PM** option generates a report with activity for the month of November [CM1-CM2] and cumulative July-November [CM1]. This option is generally used for month-end reports.

**CAUTION:** Transactions may still post to the prior month until that month is closed by maintenance to the Organization Control Table.

Reports from the History File are an exception to the explanation of CM and PM. Because of the potential for massive reports, all History File reports are monthly only. That is, a CM report for December requested in December would be from

December 1 through the previous day's process. A PM report would reflect all activity for the fiscal month of November regardless of when the transactions are posted.

**Prior Year (PY)** - generates a report that includes the prior fiscal year's activity in the current year by using the PY13 amount fields. For a report to be generated, the Prior Year Open Indicator in the Organization Control Table must be set to **Y** and FM 13 must be available.

**NOTE:** Transaction data coded with FM 13 is only available in an FM 13 file between June 30<sup>th</sup> and the date an agency runs the Year-end Close process (YEC).

**Fiscal Month (01-13)** - Most 'Q' reports may be requested for any specific Fiscal Month. This produces a report for accounting activity in that fiscal month and from the beginning of the fiscal year through the end of the specified fiscal month.

For example, **06** entered in January or later generates a report of activity for December and cumulative from July through December. The month specified cannot be later in the fiscal year than the current fiscal month. If the month is the same, the report includes data through the date requested, the same as CM, except for allocated encumbrances. If the report is for either the prior or current month, **PM** or **CM** is preferred for processing efficiency.

**Select One FFY (00-99)** - The I01 and R01 reports may be requested for a specific FFY.

See Chapter 1, Introduction, *Accounting Periods*, for a description of the fiscal periods and how they create the fiscal months.

### **Report Period - Period (P)**

Many CALSTARS standard reports have a Funding Fiscal Year (**FFY**) option. This field is used for a variety of purposes, depending on the report.

- ✧ The FFYs may be limited on reports from the Allotment File and some of the reports from the Appropriation, Document, History, and Operating files by specifying Current FFY only (**C**) or All Prior FFYs (**P**) instead of All FFYs (**blank**).
- ✧ The reporting period may be specified on those financial reports containing the element "Beginning Balance" (i.e., General Ledger File, Cash Control File and Subsidiary File) by specifying either:

**Y = Annual Activity:** The beginning balances are as of the beginning of the fiscal year, or

**M = Monthly Activity:** Beginning balances are as of the beginning of the fiscal month.

There are additional reporting period options available. Refer to a specific report for details.

- ✪ The Funding Fiscal Year may be excluded (**E**) or included (**I**) from the sort key on the B03 and B04 reports. This feature is useful to properly display continuing or multi-year appropriations.
- ✪ Vendor Type may be selected on the X01 Report, Alphabetic List of Vendor Edit Table, and X02 Report, Vendor Edit Table by Vendor Number. This will substantially reduce unneeded pages in a potentially large report.
- ✪ Labor Reports may be limited to Generator (**G**), Adjustment (**A**) or all transactions (**Blank**).
- ✪ Monthly reconciliation reports (DB2 and H02) may be limited to balanced (**B**) records, unbalanced (**U**) records or all records (**Blank**).
- ✪ The D07 report may be limited to Individual/Sole Proprietor Vendor Type (**I**) instead of all (**Blank**). .

#### Level of Detail (I-P-O-F)

Financial reports produced by CALSTARS are capable of displaying data at the lowest level of detail such as Index or Agency Object. But many agencies do not always want such detailed reports. The most common Level of Detail options for most reports are presented in the chart that follows. Even if a report is requested at a summary level, the lowest level of detail is still available within the CALSTARS database for reporting at another time.

Value	Index (I)	Program (P)	Object/Source (O/S)	Fund (F)
0	No Organization	No Program	No Object <u>or</u> No Source	No Fund
1	Section	Program	Category <u>or</u> Source	Fund
2	Sub-Section	Element	Object <u>or</u> Agency Source	Fund Detail
3	Unit	Component	Object Detail	Project <sup>a</sup> / Not used <sup>b</sup>
4	Sub-Unit	Task	Agency Object	Fund after Prgm/Org <sup>b</sup>
5	Sub-Sub-Unit	PCA Number	Conversion Object <sup>c</sup>	Fund Detail after Prgm/Org <sup>b</sup>
6	Index			Fund & Reference <sup>d</sup>
7				Fund Detail & Reference <sup>d</sup>
8				Fund & Reference after Prgm <sup>d</sup>
9				Fund Detail & Ref after Prgm <sup>d</sup>

<sup>a</sup> Used on *Gnn*, HG1, D08, D09 reports. <sup>b</sup> Used on *Qnn* series reports. <sup>c</sup> Used on F01 report.

<sup>d</sup> Used on Q35-Q36 reports.

Level of Detail fields in the H00 Report, Transaction Registers designate specific registers. Up to four registers may be requested daily. Level of Detail fields are also used for other special purposes. See "Level of Detail Notes/Options" on the bottom of the Report Request Table Reference Card.

**Select - Fund**

Some reports may be limited by specifying one Fund:

**Fund** - Key the desired 4-digit UCM Fund code if allowed or leave blank for all Funds.

**Select - General Ledger Account (GLAN)**

Some reports may be limited by an allowable value in the GLAN field. The available values are specified on the Report Request Table Reference Card and the description of each Standard Report contained in Chapter III, Standard Reports. Specific GLANs can be requested on some reports. For other reports, the value keyed in this field may select a group of GLANs, an Enactment Year, or a section of the report.

**GLAN** - key a 4-digit UCM General Ledger Account Number if allowed.

**Destination Codes**

CALSTARS reports may be produced at up to six destinations for each report using any of several media:

**Agency Printer (A)** - (Overnight processing) Standard Computer Paper or 12" x 8½" continuous paper-Laser reduced size. Most reports (except those specified for microfiche output) will allow up to 3 copies to be printed on the agency printer; values of A1, A2, or A3 are allowed.

**Data Set (D)** - (Overnight processing) CALSTARS standard and generated reports and external reports (SCO, DGS, etc.) as data sets for down-loading.

**File (F)** - (Same day processing) CALSTARS standard reports as files for downloading.

**Headquarters (H)** - (same options as Agency Printer, above except only H1 is available).

**HHSDC (L)** - (Overnight processing) 12" x 8½" continuous paper--Laser. Agencies may request up to 9 copies of laser print.

**Microfiche (M)** - (Overnight processing) Agencies may request up to 9 copies of microfiche.

**'Now' Agency Printer (N)** - (Same day processing) An **N** destination generates both a report to an agency printer and a dataset for down-loading.

**Remote Job Entry (RJE) (R)** - (Overnight processing) Agencies may request up to 9 paper copies.

When ordering reports for the **F1** (File) or **N1** ('Now' agency printer) destinations, there are two important considerations:

- ★ The **N1** destination also creates a report file (same as the **F1** Destination), therefore, it would be *unnecessary* to request an F1 when a file as well as a report is desired for the same data.
- ★ The **F1** (same day file) request is processed against files produced in the last processing cycle. If you want a file that includes the current day's input, order a **D1** (Data set) destination which is produced after the nightly update and is available the next morning.

Generally, the agency has control over report output media. However, some reports are not available on Laser print from the HHSDC. These reports would typically be ordered on Microfiche and are shown on the Report Request Table Reference Card with a Destination Code **M1**. Several other reports are typically printed on the Agency printer, so the Report Request Table Reference Card shows a Destination Code **A1**. For a list of Microfiche only requestable Standard Reports and system generated reports, see **REPORTS ON MICROFICHE** later in this chapter.

When ordering a report, if the default Destination code is not the needed output or copy count, change the Destination and copies and add any additional Destination codes. For example, to request three copies on microfiche, key the Destination code **M3**.

### Requesting the Report Request Table Reference Card

The CALSTARS Report Request Table Reference Card (Ref Card) provides a current list of every Standard Report and all options for each report. Agencies should keep a current copy of the Ref Card on hand. A copy may be printed at the agency's local printer by selecting Command **G.3**, then keying a number between **1** and **9** (for 1-9 copies) beside **REF**. Once keyed and entered, follow the instructions on the screen to print the report from the BPRT printer queue.

### Print Online Report Request Detail Report

Press **F6** from the Report Selection Options screen to print the Online Report Request Detail Report, CSI915-1. See Exhibit II-2. The **F6** print request is submitted for processing and is routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen.

Go to the printer control terminal, Command **G.4**, to verify the lines to be printed, and Start (**S**) the printer for Report Class **Z**, Report ID **BPRT**.

The CSI915-1 report is sent to the ROPES printer and is also created as a dataset, with a **one day** retention period. It is named:

CSxxxx.CSI915-1.RPTREQ.Dcyymmdd.Thhmmss.

In addition, a CSB915-1, Daily Report Request Detail Report, will be sent to your agency's IEUP printer queue when the nightly processing begins at the end of each business day. The report is a listing of all report requests for the day, including reports with errors, and contains the same information elements as the CSI915-1. The CSB915-1 may be used as a checklist for received reports.

The CSB915-1 report is available as a dataset (**D1**) by request, sent to:

E-mail    calstars@dof.ca.gov

Mail:     CALSTARS System Support Unit  
         Department of Finance (IMS: A-15)  
         915 - L Street, 7th Floor  
         Sacramento, CA, 95814

Fax:      (916) 323-4049, CNET 473-4049

Requests that are e-mailed will receive an e-mail reply when changes are complete.

# EXHIBIT II-2

```

CSI915-1 *****
                                CALSTARS      DEPARTMENT OF AIR QUALITY      *****
                                ONLINE REPORT REQUEST DETAIL AS OF: 08:53:03  REPORT      ORG NUMBER: 9990
01/24/2002 (06:00) *****                                RUN PAGE: 1
                                *****                                ORG PAGE: 1

RPT      <PERIOD> <DETAIL> <=SELECT=>      <=INDEX=>      <===PCA===> <OBJ DTL>      REPORT REQUESTOR
STATUS ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO  FROM  TO  FFY  PROJECT WP  GROUP ID  USERID
-----
A02      PM  P  6  5  4  1      A1
ERROR R01  ??      0  0  0  0      A1
                                CSCWW2
                                CSCWW2

```

Use F6 from the Report Selection Options Screen to print this report.

This report is routed to your agency printer BPRT queue.

NOTE: The word ERROR in the STATUS column means the report has an error and will not be processed. Return to the G.3 or G.5 screen to make needed corrections



## Limitations

Although there is great flexibility in report options to meet the needs of agencies, there must be some limits to discourage waste and preserve scarce resources:

- ✧ No more than 100 versions of reports may be requested in a single processing day.
- ✧ No more than 9 copies of any report may be requested in a day for microfiche (**M**) or laser print (**L**) or RJE (**R**) output.
- ✧ No more than 3 copies of any report may be requested for agency print (**A**). Some reports are limited to 1 copy.
- ✧ On the Report Selection Options screens, for each report requested with the same three-digit name, a report version is distinguished from every other report version, based on the following: the combination of Report Period (FM and P), I-P-O-F, Fund, GLA and special selection options. If 2 requests are the same, they are 1 version (original shown in green), but 2 requests (duplicate shown in white below the green line).
- ✧ Reports with a Destination of **H** must always be **H1**. If more copies are desired, the agency or headquarters printer may be reset or backspaced.
- ✧ Reports with Destination of **M1** on the Report Request Table Reference Card are typically produced on Microfiche; however, all destinations are available except Laser. If agency print is requested, only 1 copy (**A1**) is allowed.
- ✧ Each report request line may have up to six output destinations, but a destination can be used only once, i.e., multiple **A1** entries cannot appear on one report line.
- ✧ The **N1** and **F1** Destination codes cannot be entered on the same request line. When **N1** is requested, a report file and agency print is created. When **F1** is requested, a report file is created.
- ✧ If an **N1** or **F1** report is requested and received, the agency may either delete the request and order another version on the same day or may modify the options and type over the N\* with N1 or the F\* with F1 to submit again.
- ✧ No more than one version of any History (Hnn) report may be requested on any given day.  
  
**EXCEPTION:** A **CM**, **PM** and **PY** version of the H03, H05 and HB5 reports may be requested the same day.
- ✧ Other limitations for specific reports are displayed on the bottom of the Report Request Table Reference Card.

## REPORT GROUP REQUESTS - COMMAND G.5

Report groups give agencies the option of establishing a specific group of reports that are customized by activity, units or individuals. A report group may include up to 100 reports that can be requested by submitting a single report group name. For example, if the same reconciliation reports are requested every month end, these reports can be set up once as a group and then submitted by group name each month. The use of report groups saves the agency time by eliminating repetitive keying and reducing potential errors and omissions.

The ability to view, input, print, create, copy, change and delete report groups is based on the level of authority specified for each individual on the CALSTARS Security Form 95.

### List of Report Groups

Select Command **G.5**, List of Report Groups, to view the Report Group screen. A sample of a List of Report Groups screen is shown below. If report groups have not been previously established, the List of Report Groups screen is empty.

```

9990 G.5: List of Report Groups                                03-08-2002 05:14 PM

Submit Group for Processing: _____ Go To Report Group: _____
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

  REPORT                                     <===LAST UPDATED===>      LAST
  F  GROUP ID                               USER ID          DATE      SUBMITTED
  ---
  - PM-ALL-1    FINAL PM REPORTS-DAY 1      CSCSDDP    12-07-2001    01-17-2002
  - PM-ALL-2    FINAL PM REPORTS-DAY 2      CSCSDDP    12-07-2001
  - PM-BANK     LAURA'S REPORTS FOR BANK REC CSCWW2     02-04-2002    01-17-2002
  - PM-ORF      TINA'S REVOLVING FUND REPORTS CSCSDDP    12-07-2001    12-07-2001
  - PM-PFA      JIM'S REPORTS TO DO THE PFAS  CSCWW2     02-04-2002    12-07-2001
  - PM-SCO REC  GL UNIT'S REPORTS FOR SCO REC CSCWW2     02-06-2002    12-07-2001
  - Q16-PROG20  CM Q16 FOR PROGRAM 20 ONLY   CSCSDDP    12-07-2001
  - Q16-PROG30  CM Q16 FOR PROGRAM 30 ONLY   CSCSDDP    12-07-2001    12-07-2001

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      Main

```

A popup Help menu is available by selecting the **F1** key as displayed below. The **F2** key will return you to the List of Report Groups screen after viewing the Help text.

```

9990 G.5: List of Report Groups                                03-27-2002 04:08 PM

Submit Group for Processing:                                Go To Report Group:
Function: _ (A=Add New Group, P=Print Group List)
Enter under F below: (C=Change, D=Delete, P=Print Detail, S=Submit, V=View)
                    (Y=Copy Group)

REPORT          <===LAST UPDATED===>          LAST
F  GROUP ID      TITLE          USER ID      DATE      SUBMITTED
-----
_  PM-ALL-1      FINAL PM REPORTS-DAY 1      CSCWW      03-27-2002

List of Report Groups Help

CODE      AVAILABLE OPTIONS
1  Overview
2  Functions
3  PF Keys
CODE:

Please select a Code and Enter, or Press PF2 to Cancel

```

The **Functions** for the List of Report Groups screen are:

### **A – Add new group**

To add a new report group, enter an **A** in the Function field on the List of Report Groups screen and press **Enter**. The Report Group screen is shown below.

```

9990 Report Group                                            03-08-2002 05:51 PM

Function: A  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: _____ (Required)
TITLE           : _____
DESCRIPTION      : _____
                  _____
                  _____
                  _____

Last Updated by: User Id: _____ Date: _____

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                                Clear                                Main
Enter information to be added

```

The **A** in the Function field is green, indicating that it cannot be changed.

The Title and Description fields can contain any combination of alpha-numeric characters including special characters and spaces:

Report Group ID – Enter up to 10 characters as a report group name. The Report Group ID appears on the Report Selection Options – Screen 2, on the Report Group List, and on detail reports.

Title – Enter up to 30 characters or leave blank.

Description – Enter up to 5 lines of 50 characters or leave blank.

Pressing **Enter** after completing the required fields displays a Request Standard Report screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3<sup>rd</sup> line of the screen. A sample screen is displayed below.

```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                ADD REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER
- A02 - A03 - B03 - B04 - B06 - C01 - C02
- DB1 - DB2 - D01 - D02 - D03 - D04 - D05 - D06 - D07 - D08
- D09 - D10 - D11 - D12 - D13 - D14 - D15 - D16 - D17 - D18
- ET1 - ET2 - E01 - E02 - F01 - F05
- G01 - G02 - G03 - G04 - G05
- HB4 - HB5 - HD1 - HG1 - HP1
- H00 - H01 - H02 - H03 - H04 - H05 - H06 - H07 - H08 - H09
- H1A - H10 - H11 - H12 - H13
- I01 - K01 - L01 - L02 - N10 - N11 - N20 - P01 - P02
- QC1 - Q04 - Q10 - Q11 - Q12 - Q13 - Q14 - Q16 - Q18 - Q19
- Q21 - Q22 - Q23 - Q24 - Q25 - Q26 - Q27 - Q28 - Q29 - Q32
- Q33 - Q34 - Q35 - Q36 - Q37 - Q38 - Q42 - Q43 - Q50 - Q51
- R01 - S01 - U01 - X01 - X02 - X03 - Y01 - REF

Total Request Versions:          Total Report Requests:
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Clear                      Main
Enter changes

```

The methodology for requesting standard reports previously discussed in the *Request Standard Reports Screen* section of this chapter also applies to this screen. After selecting the reports for the report group being added, press **Enter** to display the following Report Selection Options screen. Note that 'ADD GROUP REPORT' and the Report Group ID are displayed on the 3<sup>rd</sup> line of the screen. A sample screen is displayed below.

```

9990 Report Selection Options - Screen 1                                03-11-2002 08:45 AM
                                                                    MORE=>

                                ADD REPORT GROUP: PM-ALL-1

Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>                                <=INDEX=> <===PCA===>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  FROM  TO  FROM  TO
-----
- B04   ??  I  0  0  0  1  -----  -----  A1  -----  -----
- DB1   ??  0  0  0  1  -----  -----  A1  -----  -----
- DB2   ??  0  0  0  0  -----  -----  A1  -----  -----
- D02   ??  0  0  0  1  -----  -----  A1  -----  -----
- D03   ??  0  0  0  1  -----  -----  A1  -----  -----
- D04   ??  0  0  0  0  -----  -----  A1  -----  -----
- D05   ??  0  0  0  0  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
- D06   ??  0  0  0  1  -----  -----  A1  -----  -----
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      RFrsh Print Bkwrd Frwrd Clear Left  Right Main

```

Navigation between Screen 1 and Screen 2 is done by pressing the F10 (left) key and the F11 (right) key.

Replace the “??” in the FM column with the appropriate FM values and add any other changes to the selection criteria as discussed in the *Report Selection Options Screen* section earlier in this chapter. Pressing the **Enter** key causes the entire screen to be edited. If no errors are detected, the message '340 –GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN' is displayed at the bottom of the screen.

To print a report of all the reports included in the report group just added, select the **F6** – Print key. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. The CSI914-2 report, 'Report Group Detail Report', is submitted for processing and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes.

### P – Print Group List

To print a report of all the report groups and the reports included within each group, key a **P** in the Function field on the List of Report Groups Screen (**G.5**) and press **Enter**. The CSI914-1 report, 'Report Group List Report', is submitted for processing and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-3 for an example of this report.

# Exhibit II-3

```

CSI914-1 9990 (DEST: A1 CTP2) *****
                                CALSTARS
03/11/2003 (06:00) *****
REPORT
GROUP ID      TITLE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>  <OBJ DTL>
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1
A02 PM      0 1 0 0      A1 M3 L3
A02 PM      0 2 0 0      A3 M2 L1 D1 H1
A02 PM      0 3 0 0      A3 M2 L1 D1 H1
A02 PM      1 0 0 0      A3 M2 L1 D1 H1
A02 PM      2 0 0 0      A3 M2 L1 D1 H1
A02 PM      3 0 0 0      A3 M2 L1 D1 H1
A02 PM      4 0 0 0      A3 M2 L1 D1 H1
A02 PM      5 0 0 0      A3 M2 L1 D1 H1
A02 PM      6 0 0 0      A1 M2 L1 D1 H1
B03 CM  I    0 0 0 1      A1
B03 PM  I    0 0 0 1      A2 H1
B03 PY  I    0 0 0 1      A3 H1
B04 CM  E    0 0 0 1      H1 A1

                                *****
                                DEPARTMENT OF AIR QUALITY
                                REPORT GROUP LIST
                                REPORT
                                *****
                                <===LAST UPDATE===>  LAST SUBMIT
                                USERID      DATE      DATE
                                -----
                                CSCS99P  03-10-2003  05-20-2002

```

The following Report Group **Function** codes may be entered in the "F" column to the left of the 'REPORT GROUP ID' on the List of Report Groups Screen (**G.5**).

### C – Change

To make a change to a report group, complete the following steps:

Key Function **C** in the "F" column to the left of the Report Group ID to be modified and press **Enter** to display the Report Group Screen. Make any desired modifications to the "Title" and "Description" fields. See sample below.

```

9990 Report Group                                03-08-2002 06:00 PM

Function: C  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1
DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 12-07-2001

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear                                Main
Enter changes

```

Note that the Report Group ID is green and cannot be changed. To rename a Report Group, use the **Y=Copy Group** function to create a new report group. Enter the new name and then delete the old report group.

Press **Enter** to display the Request Standard Report Screen.

```

9990 Request Standard Report                                03-08-2002 06:07 PM

                                CHANGE REPORT GROUP: PM-ALL-1
Specify the number of versions for each report and press ENTER

  A02      A03      B03      1 B04      B06      C01      C02
  1 DB1     1 DB2     D01      1 D02     1 D03     1 D04     1 D05     7 D06     D07     1 D08
  D09      D10      D11      D12      D13      D14      D15      1 D16     D17     D18
  ET1      ET2      E01      E02      F01      F05
  2 G01      G02     2 G03      G04      G05
  1 HB4      HB5     1 HD1     1 HG1      HP1
  1 H00      H01      H02     1 H03     1 H04     1 H05     1 H06     D H07     1 H08     D H09
  H1A      H10      1 H11      H12      H13
  I01      K01     1 L01      L02      N10      N11      N20      P01      P02
  QC1      Q04      Q10      Q11      Q12      Q13      Q14     1 Q16     D Q18     D Q19
  1 Q21     1 Q22      Q23      Q24     1 Q25      Q26     1 Q27      Q28     D Q29     D Q32
  Q33      Q34     2 Q35      Q36      Q37      Q38      Q42      Q43     D Q50     D Q51
  R01      2 S01      U01      X01      X02      X03      Y01      REF

Total Request Versions:  40      Total Report Requests:  40
Command:
Enter-PF1-----PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear                                Main
Enter changes

```

```

9990 Report Selection Options - Screen 1
03-11-2002 08:45 AM
MORE=>
CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT
F ID G FM P I P O F FUND GLAN <==OUTPUT DEST==> <=INDEX=> <===PCA===>
- - - - -
- B04 PM I 0 0 0 1 A1
- DB1 PM 0 0 0 1 A1
- DB2 PM 0 0 0 0 A1
- D02 PM 0 0 0 1 A1
- D03 PM 0 0 0 1 A1
- D04 PM 0 0 0 0 A1
- D05 PM 0 0 0 0 A1
- D06 PM 0 0 0 1 A1
- D06 PM 0 0 0 1 1311 A1
- D06 PM 0 0 0 1 1312 A1
- D06 PM 0 0 0 1 3020 A1
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Retrn Quit RFrsh Print Bkwrd Frwrdr Clear Left Right Main

```



```

9990 Report Selection Options - Screen 2                                03-11-2002 09:34 AM
                                                                    <=MORE
                                CHANGE REPORT GROUP: PM-ALL-1
Enter under F below: (D=Delete)
RPT <PERIOD> <DETAIL><OBJ DTL>
F ID  FM  P  I  P  O  F  FROM TO  FFY  PROJ  WP  REPORT  REQUESTOR
-----
- B04  PM  I  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- DB1  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- DB2  PM  0  0  0  0  -----  ---  -----  ---  CSCSDDP
- D02  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D03  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D04  PM  0  0  0  0  -----  ---  -----  ---  CSCSDDP
- D05  PM  0  0  0  0  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
- D06  PM  0  0  0  1  -----  ---  -----  ---  CSCSDDP
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      RFrsh Print Bkwrd Frwr Clear Left Right Main
340-REPORT GROUP SUCCESSFULLY UPDATED; PRESS F2 TO CONTINUE/RETURN

```

## D – Delete

To delete a report group(s), complete the following steps:

Key Function **D** in the "F" column to the left of the Report Group ID (s) to be deleted and press **Enter** to display the Report Group Screen. See sample below.

```

9990 Report Group                                                    03-11-2002 10:01 AM

Function: D  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-2
TITLE           : FINAL PM REPORTS-DAY 2

DESCRIPTION     : ADDITIONAL SET OF HISTORY REPORTS TO REQUEST FOR
                  THE PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED.

Last Updated by: User Id: CSCSDDP   Date: 12-07-2001

ACTION CONFIRMATION

      DELETION of report group

      Press PF4 to confirm; PF2 to cancel

```

To delete the report group (s), select the **F4** key. To cancel the deletion, select the **F2** key. After selecting **F4**, the message, '331 –GROUP SUCCESSFULLY

DELETED; PRESS **F2** TO CONTINUE/RETURN', is shown at the bottom of the screen. If more than one report group was marked for deletion, select the **F2-NxGRP** key to navigate to the next report group to be deleted.

Note that the delete function accessed via Command **G.5**, List of Report Groups, can only delete a report group. To delete a report from a report group, use the change function on **G.5**, List of Report Groups Screen. To delete a report that has been submitted and accepted for processing as part of a report group, access the Report Selection Options Screen via Command **G.3**, Request Standard Reports. The report(s) must be deleted prior to nightly processing.

### P – Print Detail

Key Function **P** in the "F" column to the left of the Report Group ID to print the CSI914-2 report, Report Group Detail Report. This report prints the Report Group ID and all the reports within the selected report group. The CSI914-2 report is submitted for processing and routed to the BPRT ROPES queue, Print Class **Z** within a few minutes. The message '065 - REPORT REQUEST LISTING SUBMITTED FOR PROCESSING. SEE BPRT IN A FEW MINUTES' is displayed on the bottom of the screen. See Exhibit II-4 for an example of this report.

### S – Submit

To submit one or more report groups for processing, complete the following steps:

Key Function **S** in the "F" column to the left of the Report Group ID(s).

Press **Enter** to display the Report Group Screen. The message '342-PRESS ENTER TO SUBMIT GROUP; OR PRESS PF2 TO CANCEL' appears at the bottom of the screen. See sample below.

```
9990 Report Group                                03-28-2002 01:59 PM
Function: S  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ALL-1
TITLE           : FINAL PM REPORTS-DAY 1

DESCRIPTION     : FIRST SET OF REPORTS TO REQUEST FOR THE
                  PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED

Last Updated by: User Id: CSWBPRT    Date: 03-27-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                     Main
342-PRESS ENTER TO SUBMIT;  OR PRESS F2 TO CONTINUE.
```

After pressing **Enter**, the message '335-GROUP SUCCESSFULLY SUBMITTED. PRESS F2 TO CONTINUE', will appear at the bottom of the screen.

Exhibit II-4

```

CSI914-2 9990 (DEST: A1 CTP2) *****
                                CALSTARS
02/06/2002 (14:07) *****
REPORT
GROUP ID
                                DEPARTMENT OF AIR QUALITY
                                REPORT GROUP DETAIL
                                REPORT
                                *****
                                ORG NUMBER: 9990
                                ORG PAGE: 1
                                RUN PAGE: 1
                                <==LAST UPDATE==>
                                LAST SUBMIT
                                DATE
-----
RPT <PERIOD> <DETAIL> <=SELECT=>
STATUS ID  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <==PCA==>  <OBJ DTL>
-----
PM-ALL-1  FINAL PM REPORTS-DAY 1  FIRST SET OF REPORTS TO REQUEST FOR THE  CSWBPRT  03-26-2002  03-18-2002
                                PRIOR MONTH AFTER THE PRIOR MONTH IS CLOSED
                                A1
B04  PM  I   0  0  0  1  A1
DB1  PM   0  0  0  1  A1
DB2  PM   0  0  0  0  A1
D02  PM   0  0  0  1  A1
D03  PM   0  0  0  1  A1
D04  PM   0  0  0  0  A1
D05  PM   0  0  0  0  A1
D06  PM   0  0  0  1  A1
D06  PM   0  0  0  1  1311 A1
D06  PM   0  0  0  1  1312 A1
D06  PM   0  0  0  1  1313 A1
D06  PM   0  0  0  1  1319 A1

```

NOTE: The word ERROR in the STATUS column designates a report with errors. Groups containing reports with errors cannot be submitted.

**V – View**

To view one or more report groups, complete the following steps:

Key Function **V** in the "F" column to the left of the Report Group ID(s).  
Press **Enter** to display the Report Group Screen. See sample below.

```

9990 Report Group                                03-11-2002 01:03 PM

Function: V  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-BANK
TITLE           : LAURA'S REPORTS FOR BANK REC

DESCRIPTION      : GIVE THESE REPORTS TO LAURA TO DO THE MONTHLY BANK
                  RECONCILIATION.

Last Updated by: User Id: CSCWW2      Date: 02-04-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                               Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Request Standard Report Screen. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3<sup>rd</sup> line of the screen. See sample below.

```

9990 Request Standard Report                      03-11-2002 01:56 PM

VIEW REPORT GROUP: PM-BANK

- A02  - A03  - B03  - B04  - B06  - C01  - C02  - D06  - D07  - D08
- DB1  - DB2  - D01  - D02  - D03  - D04  - D05  - D16  - D17  - D18
- D09  - D10  - D11  - D12  - D13  - D14  - D15  - F05
- ET1  - ET2  - E01  - E02  - F01
2 G01  - G02  - G03  - G04  - G05
- HB4  - HB5  - HD1  - HG1  - HP1
- H00  - H01  - H02  - H03  - H04  - H05  - 1 H06  - H07  - H08  - H09
- H1A  - H10  - H11  - H12  - H13
- I01  - K01  - L01  - L02  - N10  - N11  - N20  - P01  - P02
- QC1  - Q04  - Q10  - Q11  - Q12  - Q13  - Q14  - Q16  - Q18  - Q19
- Q21  - Q22  - Q23  - Q24  - Q25  - Q26  - Q27  - Q28  - Q29  - Q32
- Q33  - Q34  - Q35  - Q36  - Q37  - Q38  - Q42  - Q43  - Q50  - Q51
- R01  - S01  - U01  - X01  - X02  - X03  - Y01  - REF

Total Request Versions: 3      Total Report Requests: 3

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                               Clear      Main
343-PRESS ENTER TO SEE DETAILS

```

Press **Enter** to display the Report Selection Options – Screen 1. Note that 'VIEW REPORT GROUP' and the Report Group ID are displayed on the 3<sup>rd</sup> line of the screen. See sample below.

```

9990 Report Selection Options - Screen 1                                03-11-2002 02:13 PM
                                                                MORE=>
                                VIEW REPORT GROUP: PM-BANK

RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
-----
- G01  PM  M  0  0  0  1  -----  1110  A1  -----
- G01  PM  M  0  0  0  1  -----  1130  A1  -----
- H06  PM  1  0  0  1  -----  -----  A1  -----

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Print Bkwr  Frwr  Left  Right Main

```

Note that all fields are green on all screens within the View Function. A green field indicates that nothing can be changed. To proceed with any action, select **F2** to return to the List of Report Groups Screen, or enter **G.3** on the Command Line to navigate to the Request Standard Reports Screen, **G.3**.

### Y – Copy Group

To copy a report group, complete the following steps:

Key Function **Y** in the "F" column to the left of the Report Group ID to be copied. Press **Enter** to display the Report Group Screen. See sample below.

```

9990 Report Group                                                    03-11-2002 02:35 PM

Function: Y  (A=Add, C=Change, D=Delete, S=Submit, V=View, Y=Copy Group)

REPORT GROUP ID: PM-ORF      (New Report Group ID required)
TITLE           : TINA'S REV FUND REIMB REPORTS
DESCRIPTION     : REPORTS FOR TINA TO DO THE RECONCILIATION OF THE
                  OFFICE REVOLVING FUND Reimbursement.
                  _____
                  _____
                  _____

Last Updated by: User Id: CSCSDDP    Date: 03-11-2002

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit          Clear          Main
341-ENTER INFORMATION TO BE UPDATED

```

Key a **new** Report Group ID, make any necessary changes to the Title and Description, and press **Enter** to display the Request Standard Report Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3<sup>rd</sup> line of the screen. See sample below.

```

9990 Request Standard Report                                03-28-2002 03:08 PM

Copy Report Group from PM-ORF TO PM-ORF-2
Specify the number of versions for each report and press ENTER
  A02  A03  B03  1 B04  1 B06  C01  C02
  DB1  DB2  D01  D02  D03  D04  D05  D06  D07  D08
  D09  D10  D11  D12  D13  D14  D15  D16  D17  D18
  ET1  ET2  E01  E02  F01  F05
  G01  G02  G03  G04  G05
  HB4  HB5  HD1  HG1  HP1
  H00  H01  H02  H03  H04  H05  H06  H07  H08  H09
  H1A  H10  H11  H12  H13
  IO1  K01  L01  L02  N10  N11  N20  P01  P02
  QC1  Q04  Q10  Q11  Q12  Q13  Q14  Q16  Q18  Q19
  Q21  Q22  Q23  Q24  Q25  Q26  Q27  Q28  Q29  Q32
  Q33  Q34  Q35  Q36  Q37  Q38  Q42  Q43  Q50  Q51
  R01  S01  U01  X01  X02  X03  Y01  REF

Total Request Versions: 3      Total Report Requests: 3
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit                      Clear                      Main

```

Make any desired modifications to the Request Standard Report Screen and press **Enter** to display the Report Selection Options Screen. Note that 'COPY REPORT GROUP FROM NNNNNNNN to NNNNNNNN' is displayed on the 3<sup>rd</sup> line of the screen.

Make any desired modifications to the Report Selection Options Screen and press **Enter**. The message, '340 -GROUP SUCCESSFULLY UPDATED' appears on the bottom of the screen. See samples below.

```

9990 Report Selection Options - Screen 1                    03-28-2002 03:16 PM

Copy Report Group from PM-ORF TO PM-ORF-2
Enter under F below: (D=Delete)
RPT  <PERIOD> <DETAIL> <=SELECT=>
F ID  G  FM  P  I  P  O  F  FUND  GLAN  <==OUTPUT DEST==>  <=INDEX=>  <===PCA===>
- - - - -
  B04  CM  I  0  0  0  1  _____  A1  _____
  B04  PM  I  0  0  0  1  _____  A1  _____
  B06  PM  -  0  0  0  1  _____  A1  _____
  DB1  PM  -  0  0  0  1  _____  A1  _____

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrnr Quit          RFrsh Print Bkwrdr Frwrdr Clear Left  Right Main
340-GROUP SUCCESSFULLY UPDATED

```

**Multiple Users In Report Groups**

It is strongly recommended that no more than one person at a time access a report group. The same messages that occur when more than one person works in the **G.3** – Request Standard Reports process also occur when more than one person works at the same time in the **G.5** List of Report Groups process. In addition to those messages, the following messages may be issued:

- ✧ 323 –REPORT REQUESTS CHANGED IN ANOTHER SESSION; PRESS ENTER TO CONTINUE.
- ✧ INTERVENING MODIFICATION, PLEASE TRY AGAIN.
- ✧ ATTEMPTED TO UPDATE/DELETE GROUP THAT WAS NOT IN HOLD STATUS.

When these messages occur, it is recommended that the **F2** key be pressed to exit the function. After determining what changes to the report group are required, have one individual make the changes.

**Errors Detected During the Report Request Process**

See the *CALSTARS Procedures Manual*, Volume 4, for the listing of error codes and messages.

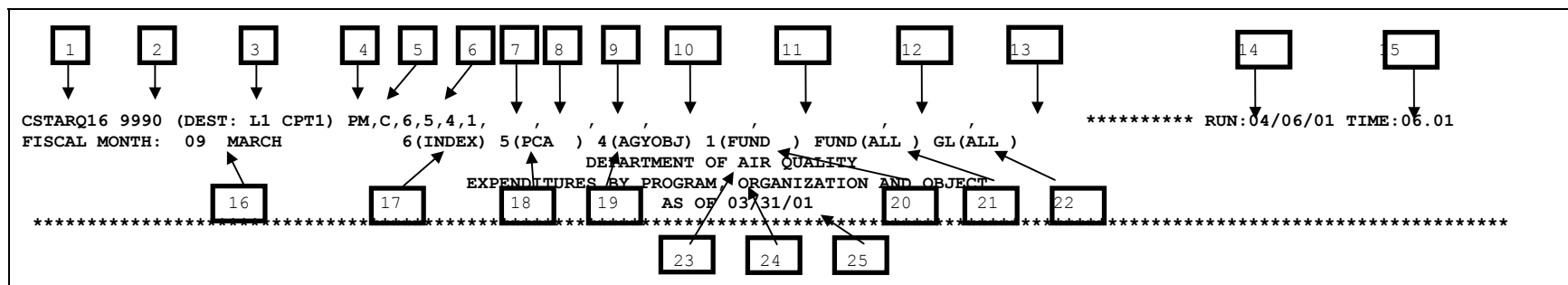
**Standard Report Heading**

All CALSTARS standard financial reports use a common report heading. System generated reports have a different common heading. The CALSTARS standard report heading is illustrated in Exhibit II-5.

The report heading should be examined carefully before using any report to ensure the correctness of the following:

- ✧ Organization of the report
- ✧ Fiscal Month requested
- ✧ Level of Detail options
- ✧ Other selection options

EXHIBIT II-5  
STANDARD CALSTARS REPORT HEADING



EXPLANATION OF STANDARD REPORT HEADING		
No.	Name	Description
1	CSTARQ16	Report identification. Always starts with 'CSTAR'; then XXX (report ID).
2	9990	Organization Code of the agency whose data is contained in this report
3	DEST: L1 CPT1	Output media: (Type) L=Laser; 1=number of copies; CPT1= Printer ID
4	PM	Fiscal Month Option (PM = Prior Month)
5	C	Period Option (C = Current Fiscal Year Only)
6	6,5,4,1	Level of Detail codes
7	(blank)	Specify a Fund Option (nnnn = Fund code)
8	(blank)	Specify a General Ledger Account Option (nnnn = general ledger acct. or group)
9	(blank)	Specify a Funding Fiscal Year
10	(blank)	Specify a range of Index Codes
11	(blank)	Specify a range of PCA numbers
12	(blank)	Specify a range of Object codes
13	(blank)	Specify a Project Number and/or Workphase
14	RUN: mm/dd/yy	Date report was produced by CALSTARS
15	TIME: hh.mm	Time the report was produced by CALSTARS
16	FISCAL MONTH: 09 MARCH	Two-digit numeric and descriptive Fiscal Month of the report
17	6(INDX)	Organization Level (6 = Index)
18	5(PCA)	Program Level (5 = PCA)
19	4(AGYOBJ)	Object/Source Level (4 = Agency Object)
20	1(FUND)	Fund Option (1 = Report by Fund)
21	FUND(ALL)	Fund Code Option (ALL = No fund restriction or Not applicable)
22	GL(ALL)	General Ledger Account Option (ALL = No GL restriction or Not applicable)
23	DEPT OF THE ...	Name and Organization Code of the agency in the report
24	EXPENDITURES BY ...	Title of the report
25	AS OF ...	The ending period of the report (corresponds to item 16)



## Reports on Microfiche

Any report that produces a large number of print lines should be requested on microfiche instead of paper. Microfiche is easier to distribute and handle and may provide faster retrieval. Substantial cost savings may be realized compared to the cost of producing and storing conventional paper output. Microfiche output generally may be requested for any Standard report. The output for system generated (batch process) reports other than those listed below are generally specified as **A1** but may be changed to microfiche or other destinations by sending a letter to CALSTARS.

The following Standard and Generated reports are typically designated for production on microfiche, however, they may be requested for any destination other than Laser:

### Standard Reports

- ★ CSTARHG1 - General Ledger Analysis Report
- ★ CSTARHP1 - Project Transaction Analysis Report
- ★ CSTARH00 - Transaction Registers
- ★ CSTARH01 - Index Transaction Analysis Report
- ★ CSTARH09 - History File Expenditure Records Supporting Q12 Report
- ★ CSTARH1A - PCA Transaction Analysis Report
- ★ CSTARH10 - History file Expenditure Records Supporting Q16 Report
- ★ CSTARH13 - History Expend. Records Including Project Supporting Q16
- ★ CSTARU01 - Vendor Payment Detail Report

### Generated Reports

- ★ CSB060-1 - Vendor Payment ORF Rev Fund Purge Report
- ★ CSB060-2 - Non-ORF Vendor Payment Purge Report
- ★ CSB510-2 - Employee Master Table Listing
- ★ CSB520-2 - Timesheet Table Listing;
- ★ CSB525-1 - Time Sheet File Purge Listing
- ★ CFB536G1 - Undistributed/Supplemental Generator Report
- ★ CFB540G1 - Actuals Generator Report
- ★ CFB542G1 - Standards Generator Report
- ★ CFB544\*1 - LD Interface Report
- ★ CFB552\*1 - Labor Variance Analysis Report
- ★ CFB552\*2 - OASDI Variance Analysis Report
- ★ CFB552\*3 - Retirement Variance Analysis Report
- ★ CFB552\*4 - Health Variance Analysis Report
- ★ CFB552\*5 - Dental Variance Analysis Report
- ★ CFB552\*B - Life Variance Analysis Report
- ★ CFB552\*C - Vision Variance Analysis Report
- ★ CFB580 - Cost Allocation Detail Transaction Generator (series)
- ★ CFB590 - Fund Split Detail Transaction Generator (series)
- ★ CFB595 - Cost/Fund Transaction Summary (series)
- ★ CFY200-1 & 2 - Miscellaneous & Interest Reportable Payments
- ★ CFY203-2 - Vendor Edit Table Purge Report

\* Indicates values may be **A**-adjustments or **G**-generators.

Agencies may request by e-mail, letter, or fax to have system generated reports produced using a destination code other than the default of microfiche. Send requests to:

E-mail: calstars@dof.ca.gov

Mail: CALSTARS System Support Unit  
Department of Finance (IMS: A-15)  
915 - L Street, 7<sup>th</sup> Floor  
Sacramento, CA 95814

Fax: (916) 323-4049, CNET 473-4049

### Changing the Report Request Screen

The Report Request Detail Screen Routing Table may be set to reflect the agency's usual settings rather than the statewide default values. An agency may request changes by completing CALSTARS 90, Report Request Table Change Form, shown in Exhibit II-6. All requested changes must conform to the limitations shown on the Ref Card (Destination Code **M1** reports may not be changed to **L**). See the specific report descriptions in Chapter III for definitions of the Level of Detail options. This form is also used to add or delete reports such as the Q04 that are not in general use.

There are fourteen lines on each form. Forms may be clipped together, if more than fourteen report options need to be modified. The form contains signature boxes for the person submitting the request and the person approving the request. Once the change(s) has been implemented, the new default values will automatically appear on the Report Request Detail screen every time it is accessed. NOTE: The default changes will not affect reports that are already part of groups. Affected groups must be changed by the agency. The default change will affect new groups that are created and **G.3** report requests.

The completed forms should be forwarded to:

E-mail calstars@dof.ca.gov

Mail: CALSTARS System Support Unit  
Department of Finance (IMS: A-15)  
915 - L Street, 7th Floor  
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

Forms that are e-mailed will receive an e-mail reply when changes are completed.

## EXHIBIT II-6

DEPARTMENT OF FINANCE <b>CALSTARS REPORT REQUEST TABLE CHANGE</b> CALSTARS 090 (REV 04/01)  <i>This request makes permanent changes to the Report Request Table as displayed in Main Menu Command G.3, Report Request Detail Screen. Any of the default values may be overridden on the request screen.</i>				<b>TO:</b> CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 <sup>th</sup> Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: <a href="mailto:calstars@dof.ca.gov">calstars@dof.ca.gov</a>																																																																			
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SUBMITTED BY				DATE SUBMITTED		PHONE NUMBER																																																																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REPORT ID</th> <th style="text-align: center;">PERIOD P</th> <th style="text-align: center;">LEVEL OF DETAIL I P O F</th> <th style="text-align: left;">DESTINATION CODES</th> </tr> </thead> <tbody> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> <tr><td>— — — —</td><td>—</td><td>— — — —</td><td>— — — — — — — —</td></tr> </tbody> </table>								REPORT ID	PERIOD P	LEVEL OF DETAIL I P O F	DESTINATION CODES	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —	— — — —	—	— — — —	— — — — — — — —
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<b>FOR CALSTARS USE ONLY</b>		
CHANGES MADE BY	DATE	SIGNATURE

## REPORT PRINTING - COMMAND G.4

Printing CALSTARS reports at an agency is controlled through Command **G.4**, Printer Control Options Screen. CALSTARS uses a proprietary software package called **ROPES** (Remote Online Print Executive System) to manage report printing for **A1**, **H1** and **N1** report destinations. Requested and generated reports are downloaded into 'ROPES queues' at the conclusion of each night's system update process. Agency line printers automatically start printing as soon as processing is completed. Generated and requested reports usually finish printing before 7:00 AM. There are about fifty ROPES queues available, although not every queue is used every processing cycle. Through the use of a 'Control' terminal and Command **G.4**, the following printer functions may be performed:

- ✧ Display the status of print queues for each agency printer;
- ✧ Start, stop, or interrupt a printer;
- ✧ Hold or Release a print queue;
- ✧ Cancel printing or clear a report queue;
- ✧ Forward space or backspace the printing of data in a specific queue;
- ✧ Initiate various test patterns to align forms; or,
- ✧ Browse (View) and scroll pages of report data on the terminal screen.
- ✧ Reset (restart) printing of a queue.

Once in the screen, prompts are provided for the coding needed to successfully enter the command(s) and printing information.

The Printer Request Menu and descriptions of each field are shown on the next page. See the *Printer Options* section, which follows, for descriptions of each of the ROPES commands available within the Printer Control Options Screen.

9990 G.4: Printer Control Options

04-04-2002 09:30 AM

## Printer Options:

B - Back Space a Printer	R - Reset Printing of a Report
C - Cancel a Non-continuous Report	S - Start a Printer for a Specific Class
E - Release a Held Report	V - Browse a Report
F - Forward Space a Printer	W - Wake Up a Sleeping Printer
H - Hold a Report on a Printer	X - Display Printer/Report Queue
I - Interrupt a Printer	(Note: Return by typing PRINT)
Q - Initiate Test Pattern	Z - Clear a Report Queue

Enter Printer Option:

PRIMARY PRINTER ID: \_\_\_\_\_ REPORT CLASS : - REPORT ID: \_\_\_\_\_  
 POSITION NUMBER : \_\_\_\_\_ SECONDARY PRINTER ID: \_\_\_\_\_

## Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
 Help Retrn Quit Clear Main  
 849-REQUIRED TITLES WILL BE HIGHLIGHTED WHEN OPTION IS SELECTED

DATA ELEMENT	INSTRUCTIONS
ENTER OPTION	Enter an option: (B, C, E, F, H, I, Q, R, S, V, W, X, Z).  See <i>Printer Options</i> in the next section for the definition of each option.
ORG CODE	Automatically displayed based on the signon used. It cannot be altered.
PRIMARY PRINTER ID	ROPES printer ID where report will be sent (4-character, xxxn).  xx = Agency ID (e.g., ct, ag, wb, etc.) xn = printer ID (x = printer type, L = main/faster, P = smaller/slower) (n = number in series, 1, 2, etc. ) (e.g., 'WBL1' for SWRCB's line printer)
REPORT CLASS	Enter the general report group by type:  A – Autostart – Requestable and System Generated D, G – Non-autostart Reports C - Checks / Special Form R - Remittance Advice / Special Form S - Claim Schedules / Special Form Y - Check Registers Z - On-Line Generated Reports 1-5 – Cost Allocation/Fund Split
REPORT ID	Enter the 4-character report queue (e.g., RDD1). See the Report Request Table Reference Card to find a specific Report ID. The Request Table Reference Card is a requestable report that may be ordered through the Request Standard Reports Screen, Command G.3. When ordered, the Ref Card is immediately available for print in the ROPES BPRT queue.

DATA ELEMENT (cont.)	INSTRUCTIONS (cont.)
<b>POSITION NUMBER</b>	Enter the number of <u>pages</u> that the printer is to be Forward Spaced (Option F) or Backward Spaced (Option B). This field must not contain any leading zeros.
<b>SECONDARY PRINTER ID</b>	Not normally used by agencies. Identifies a secondary printer when reports are transmitted or transferred via the primary printer.

## Printer Options

The Enter Option field on the Printer Control Options Screen, Command **G.4**, lists the following options:

**B - BACK SPACE A PRINTER** - Back spaces a report *nnnnn* pages. The *nnnnn* must be a 5-digit number, including any leading zeros. If no report is specified in the Report ID field, any report currently printing on the printer is repositioned and printing is initiated with the requested setting.

**C - CANCEL A NON-CONTINUOUS REPORT** - Cancels a report queue, whether printing or not. A report that is printing is stopped at the end of the current buffer. The next available report queue then starts printing. If all queues have been printed, the printer goes to 'Idle' status. **R-RESET** makes a queue again available for printing. Canceling a report queue does not clear it.

(Also see **Z-Clear A Report Queue**.)

**E - RELEASE A HELD REPORT** - Releases a report queue for printing from a previous **H-Hold** command. The report is printed in the order displayed in the print queue.

**F - FORWARD SPACE A PRINTER** - Forward spaces the printer *nnnnn* pages. The *nnnnn* must be a 5-digit number, including any leading zeros. If no report is specified in the Report ID field, any report currently printing on the printer is repositioned and printing is initiated with the requested setting.

**H - HOLD A REPORT ON A PRINTER** - Holds (prevents the printing of) a report queue. If the report queue is printing, the page being printed is completed. If the queue was waiting, it is bypassed. In either case, the next available queue begins printing, starting with the first report. Once on **Hold**, a queue may be released with **E-Release A Held Report**.

**I - INTERRUPT A PRINTER** - Interrupts a printer after printing the current page. The report is set so that printing will resume at the top of the current page. The printer remains idle until this report is started or placed on hold. Use **S-Start A Printer** to restore an interrupt at the page the report was interrupted unless repositioning is necessary.

**Q - INITIATE TEST PATTERN** - Starts the test pattern for forms alignment.

Available for Claims Schedule (**RW05**), Remittance Advice (**RW06**) and Checks (**CHKS**) forms. 'Primary Printer ID' and 'Report ID' are required. The test request takes effect immediately and interrupts any other printer activity.

The forms should be loaded and positioned in the printer before issuing this command.

To establish and maintain proper forms alignment, use the following procedure:

1. Make certain the printer is on Hold. Change the number of lines per page, if needed.
2. Position the forms so the line corresponding to "Top of Form" is ready to be printed;
3. Release the printer from Hold.
4. Issue the **Q** command (Key Option **Q** and press **Enter**).
5. Press **Enter** again to repeat the test pattern as necessary.

**R - RESET PRINTING OF A REPORT** - Resets a report queue on the printer to the first page within the queue. If the report is currently printing, it will restart immediately. Otherwise, it will begin printing the first page when the queue is next selected for printing.**S - START A PRINTER FOR A SPECIFIC CLASS** - Starts the printer and begins printing the first report queue in the class specified. If no class group is specified, the printer will start with the last class used, either from a previous start command or from the initial command during ROPES startup.

This command is also used to start printing after aligning forms with the **Q** command. To establish and maintain proper forms alignment, use the following procedure. If **Q** was completed satisfactorily, go directly to Step No. 4 without touching the printer, otherwise:

1. Make certain the printer is on Hold.
2. Position the paper so the line corresponding to "Top of Form" is ready to be printed;
3. Release the printer from Hold.
4. Issue the **S-Start** command.

**NOTE:** Be prepared to issue the I-Interrupt command if the alignment is incorrect.

**V - BROWSE A REPORT** - Any page of any CALSTARS report contained in any of that day's report queues may be viewed. Basic commands are contained at the bottom of the (V) screen. Use the **X** command to see what report queues are available to browse. See the *Browse Option* (next section) for a sample browse screen and instructions for using 'Browse'.

**W - WAKE UP A SLEEPING PRINTER** - May be needed to get the printer going after it has been shut off. When a printer is switched on, has paper loaded but will not print, used the **W** command, key the 'Primary Printer ID' and press **Enter**. The printer may start immediately. If not, overkey the **W** with **S**, key 'Report Class' and press **Enter**. The printer should start immediately. If nothing happens, call the Production Control Unit, (916) 323-7541, CNET 473-7541. Be prepared to tell them: (1) agency Organization Code, (2) the Primary Printer ID and (3) what you did to start the printer.

**X - DISPLAY PRINTER/REPORT QUEUE** - Is useful as the starting point after accessing Command **G.4**. See a sample ROPES screen below. Option **X** displays the following:

- ✳ Printer ID and Status (e.g., Idle, Printing, Stopped);
- ✳ Report Name (Printer ID + Report Queue; e.g., CTP2IEUP)
- ✳ Number of Lines and Pages Queued for printing;
- ✳ Number of Lines and Pages Printed; and,
- ✳ Status of each report queue (e.g., Printed, Printing, Canceled, Reset, Available For Printing, Ready, Held, Interrupted).

This screen provides a picture of the printer status and report queues by keying Option **X**, the agency Primary Printer ID and pressing **Enter** to see all queues. A sample screen is shown below. To just see the status of a specific Report Queue, also include its name in the Report ID field.

----- R O P E S -----								
** PRINTER CTP2 ** CONTROL TERM. CTA9 ** CLASSES A ** STATUS IDLE								
LAST MESSAGE: PRINTER SET TO IDLE BY AUTOMATIC START-UP.								
REPORT NAME	CLASS	PRIORITY	LINES QUEUED	PAGES QUEUED	LINES PRINTED	PAGES PRINTED	STATUS	FORM
CTP2DREC	A	5	57	3	57	3	PRINTED	RW05
CTP2ERRC	A	5	1227	35	0	0	HELD	
CTP2YEC1	A	127	3411	83	3411	83	PRINTED	
CTP2CHKS	C	127	180	12	0	0	PRINT READY	CHKS
CTP2RW06	R	127	605	19	0	0	PRINT READY	RW06
CTP2RW05	S	127	352	3	0	0	PRINT READY	RW05
** 98.257/09:17				ROPO/CTP3/ /				

**Note:** To return to the G.4 Printer Control Options screen, type **PRINT** over ROPO/.



**Z - CLEAR A REPORT QUEUE** - Deletes all data from a specified queue. If the report is printing, it stops after printing the current page. Use this command only when data in the queue is already printed or no longer needs to be printed. After entering this option and pressing **Enter**, the system prompts for: **Confirm Delete (F4 key)** or **Cancel Delete (F9 key)**. Unlike most other ROPES screens which keep the function and data on the screen after completing the task, the data entered on the screen for the **Z** function will be erased to prevent accidental reuse of this command.

**IMPORTANT:** A cleared (deleted) report queue cannot be restored by the agency. The Production Control Unit (call (916) 323-7541, CNET 473-7541) may be able to restore a deleted queue.

## Browse Option

The **V**-Browse A Report option provides access via the terminal screen to any page on any CALSTARS report that has been previously requested or generated and is available that day on any printer's ROPES queue.

Browse is especially useful to review report data or errors on the Error File when the report is large, the report is in use by others or printing is not yet completed. Using the **X** option before using the **V** option will assure the presence of the desired queue and provide information on its size and its print status.

### **To access a report through Browse:**

1. Select Command **G.4**, Printer Control Options Screen, and press **Enter**.
2. Select "BROWSE a Report":
  - a. Key **V** in the "Enter Option" field;
  - b. Key the agency's printer name in the "Primary Printer ID" field (e.g., ABL1, HDP1, HSL2, etc.)

**NOTE:** **L** is *normally* the agency printer assigned for fast printing of large jobs and **P** is *normally* the smaller, lower cost, slower printer used for claim schedules, checks, etc.;

  - c. Key the Class (e.g., A, C, S, R, etc.) in the "Report Class" field or;
  - d. Key the desired ROPES group in the "Report ID" field (e.g., IEUP, ERRC, RDD1, RQQ2, etc.); and,
  - e. Press **Enter**. After a few seconds, the screen displays the first report in the queue. (See **SCROLL** and **FIND**, below.)

The top of all reports will display a first line of:

```
*****TOP OF REPORT*****
```

and after scrolling, a last line of :

```
*****BOTTOM OF REPORT*****
```

The sample browse screen displayed below shows an ERRC report queue (error reports, including the CFB800-2 and CFB800-3).

```

ROPE REPORT BROWSE CTP2ERRC  CAPS ON      PAGE      2 LINE      21 COL      2  80
COMMAND INPUT = = = >                                SCROLL= = =>  PAGE
-----1-----2-----3-----4-----5-----6-----7-----8
                                TOTAL RECORDS RELEASED & DELETED
CFB800-2 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
                                CALSTARS      E D I T  A C T I V I T Y  E R R O R
08/04/00 (18.34) *****
+-----TRANS ID-----+  TC  MRO FY/FM R-DOC-NO/SF  VENDOR-NO/SF  INVOICE-NO
                                RPI DOC-DATE C-DOC-NO/SF INDX OBJD/AGY PCA/ACTV  PRJ-NO/WP
                                LOCATION MULTI-PRP SOURCE/AGY CHECK-NO FUND/FS/DT/M A-SYM
                                SUBS-ACCT BS  GL  DUE-DATE ORG  CLM-SCHD  VENDOR NAME
99900006290P999000490  457  W 96 13 INV05014 01 0000000104 00
                                980630  CFY023DF 00 8000 80000
                                299500 0816 A 1 804
                                15900000 9990 EMT GROUP, INC.
CFB800-3 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
                                CALSTARS      E D I T  A C T I V I T Y  T U R N A R O
08/04/00 (18.34) *****
STATUS +-----TRANS ID-----+ +-----DATA ELEMENT NAME-----+ * * * * * C H
( ) 000629 0P 999 000490 35 1- 1- 1- 1- 1- 1-
CFB200-1 9990 (DEST: A1 CTP2) ***** DEPARTMENT OF AIR QUALITY
UP=PF7/19 DOWN=PF8/20 LEFT=PF10/22 RIGHT=PF11/23 END=PF3/15/CLEAR RFIND=PF5/17

```

### **SCROLL and FIND Commands.**

**SCROLL** - The Browse screen area is smaller than a CALSTARS report page. Only a portion of the report may be seen at one time. The screen view may be moved up, down, left or right by a half or full page to view a CALSTARS report page. Setting the monitor to Mod 5 by the Technical Support staff will display the 132 column width. It may also be moved by a specified number of columns or rows. The screen view is moved by first setting SCROLL (at top-right of the screen), then pressing an 'F' (Function) key:

**F7** - Scroll **UP**  
**F8** - Scroll **DOWN**  
**F10** - Scroll **RIGHT**  
**F11** - Scroll **LEFT**

To quickly go to the top or bottom of the report, key **M** on the Command Input line and press **F7** (top of report) or **F8** (bottom of report).

The Scroll value may be changed by typing over the field and blanking/erasing unused characters. The new value remains until changed or Browse is terminated.

SCROLL ==> **PAGE** - Scroll by **One Page** (default)  
SCROLL ==> **HALF** - Scroll by **Half A Page**  
SCROLL ==> **MAX** - Scroll to **TOP, BOTTOM, LEFT** or **RIGHT**  
SCROLL ==> **nnn** - Scroll the **Number Of Columns or Rows Specified**

**FIND** - The Find action is performed from the **COMMAND INPUT ==>** position to locate and display an occurrence of a character, string of data or any group of consecutive characters (including blanks) that may be found in the report text. The character string must be enclosed within single quotation marks, i.e., ' '.

Examples: COMMAND INPUT = = = > **find 'cfb800-2'** [Enter]

COMMAND INPUT = = = > **f 'pca no: 47520'** [Enter]

In the first example, the IEUP report queue is searched for the first instance of the letters "CFB800-2". In the second example, a Q16 report within the RQQ3 report queue is searched for the first instance of :

"PCA NO: 47520" (where the number of blanks are the same as on the Q16 Report).

**NOTE:** Code **f** may be substituted for **find** as the command.

If the search is successful, "[string] **FOUND**" is displayed in the upper-right of the screen. If the next occurrence is desired, press **F5** (RFIND = Repeat Find). Successive occurrences are displayed until the bottom of the report file is encountered. If the search is unsuccessful, "[string] **NOT FOUND**" is displayed. Another string may then be keyed.

**BROWSE Termination** - Press the **F3** key to return to the Printer Control Options Screen. If the screen becomes blank, except for the cursor in the upper-left corner, then, without changing the location of the cursor, key **prin** and press **Enter** for return to the Printer Control Options Screen.

## ROPES Queues

ROPES queues group the reports for efficient printing and improved print management. Requestable, system generated and external reports are downloaded into 'ROPES queues' at the conclusion of each night's batch process or immediately/same-day for on-line print actions. The Printer ID, Report Class and the Report ID fields of the **G.4** Printer Control Options Screen must be completed in order to print or browse a report. Refer to the Data Element Table on page 36 for definitions and descriptions of these fields.

### Printer ID

Most offices have more than one printer. For this reason, the Printer ID must be entered before a report is printed.

### Report Class

The assigned Report Class for requestable and most system generated reports is **A** (autostart). **A** is assigned so the reports are available the next day or immediately when requesting an **N1** report. Regardless of which report queues are printed during the day, the printer is reset to Class **A** each evening so the requestable and system generated reports print without interruption.

### Report ID

The report queue name is keyed in the Report ID field. To find the report queue name for a specific report, refer to the Report Request Table Reference Card (Ref Card). The Ref Card is a requestable report that may be ordered through the Request Standard Reports Screen, Command **G.3**. When ordered, the Ref Card is immediately available for print in the ROPES BPRT queue. The report queue names for requestable reports are shown in the right-hand column of the Ref Card. The report queue names for system-generated reports and external reports are shown on the last page of the Ref Card.

### Changing Defaults For a Printer ID or Report Class

If an agency wishes to deviate from a standard printer assignment or change an assigned Report Class, the agency may e-mail, mail, or fax a request to:

E-mail: [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov)

Mail: CALSTARS System Support Unit  
Department of Finance (IMS: A-15)  
915 L Street, 7<sup>th</sup> floor  
Sacramento, CA 95814

FAX: (916) 323-4049, CNET 473-4049

Include the Organization Code, Printer ID, Report Number and Output Destination Code in your request.

## Printing External Reports

### SCO External Reports

SCO distributes monthly reconciliation reports and journal entries through the CALSTARS system. These reports and journal entries are ROPED to agency printers to the following ROPES queues:

- ✧ **SCMO** – Monthly reconciliation reports and year-end forms
- ✧ **SCJE** – Journal entries

### DGS External Reports

Each month the Department of General Services (DGS) distributes invoices and Notice of Electronic Fund Transfers (NEFTs) through CALSTARS. Both the invoices and the NEFTs are sent to agency printers to ROPES queue **DGSP**.

Not all invoices listed on the NEFT are included in the invoice file. Invoices with an asterisk "\*" displayed to the left of the invoice number are **not** included and will be mailed to the invoice addressee. Also, any invoices resubmitted to SCO because they were not paid due to insufficient funds, are listed on the NEFT and are not included in the invoice file.

## SPECIAL REPORT REQUEST PROCEDURES

Agencies are expected to request all needed reports within the time frame allotted. However, sometimes reports are lost or auditors request documentation that was not kept. Requests may be made for reports for time periods no longer available through the standard request process. The Special Report Request Form, CALSTARS 92, shown in Exhibit II-7 is used for this purpose. Only one person in each CALSTARS agency should submit requests for the agency.

Send requests to:

E-mail: [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov)

Mail: CALSTARS System Support Unit  
Department of Finance (IMS: A-15)  
915 - L Street, 7th Floor  
Sacramento, CA, 95814

Fax: (916) 323-4049, CNET 473-4049

As workload permits, requests are filled in the following order:

1. Reports needed for monthly SCO/CALSTARS or other reconciliations;

2. Reports needed to solve production problems;
3. Reports needed by Management, including auditors; or,
4. Reports needed for other purposes.

Special requests for Standard Reports may be made only in the media available for the report. Reports listed as **M1** on the Report Request Table Reference Card cannot be special-requested as **Ln**.

Special requests for Generated Reports may be special-requested only on Microfiche or Agency Print and are *only available for a few days* following report generation (temporary files).

Due to the cumulative nature of the N10, N11 and U01 reports, they are not available through the special request process. However, the N10, N11 and N20 are available after the YEC/YEO process until December.

Agencies are billed for the cost of producing these reports. The billing is part of the monthly invoice from the HHSDC and is clearly identifiable.

## EXHIBIT II-7

DEPARTMENT OF FINANCE <b>CALSTARS SPECIAL REPORT REQUEST</b> CALSTARS 092 (REV 03/03)					<b>TO:</b> CALSTARS Systems Support Unit Department of Finance (IMS: A-15) 915 - L Street, 7 <sup>th</sup> Floor Sacramento, CA 95814 FAX: (916) 323-4049 E-mail: calstars@dof.ca.gov				
REQUESTING AGENCY				CONTACT PERSON					
TELEPHONE NO.		EXTENSION		DATE OF REQUEST		SIGNATURE / TITLE OF ACCOUNTING OFFICE CHIEF			
<b>REPORT NEEDED FOR:</b> (Check one)				<b>OUTPUT:</b> (Check one or enter number of copies wanted for M, L or P)					
Agency Reconciliation	Solve Production Problem	Management Reports	Other <sup>1/</sup>	Agency Printer (A)	Microfiche (M)	Laser 12 x 8½ (L)	RJE (R)	Report Data Set (D)	File Copy <sup>2/</sup>
<sup>1/</sup> Explain/describe if "Other" indicated, above.				<sup>2/</sup> Specify the File (AP, DF, CC, etc.) and the period for the File.					
Explain why the report was not ordered through the normal request process.									
REPORT ID or NAME (enter only one)			ORG CODE		INSTRUCTIONS: Refer to the CALSTARS Procedures Manual Vol. 6 and/or the Report Request Ref Card for completing the items below. Coding errors may cause your report to be delayed and/or cost more to process.				
REPORT FY (Ex. 02 = 2002/03)	FISCAL MONTH (FM) (Ex. 01=July)		PERIOD <sup>3/</sup> (P)	LEVEL OF DETAIL I      P      O      F				FUND <sup>3/</sup>	GENERAL LEDGER (GLA) <sup>3/</sup>
<sup>3/</sup> Complete these items only if allowed/appropriate for the REPORT ID indicated above.									
ROUTE REPORT TO: (check one)					(or) MAIL REPORT TO:				
Courier Service to Agency	Agency Pickup	CALSTARS Analyst							

CALSTARS USE ONLY		
ANALYST APPROVAL	DATE (YYMMDD)	REQUEST NUMBER
COMPLETED BY	DATE (YYMMDD)	

**The following instructions apply to CALSTARS 92:**

<b>Output</b>	List the number of copies of each output media requested. Reports listed as <b>M1</b> on the Report Request Table Reference Card cannot be special-requested as <b>Ln</b> .
<b>Report ID or Name</b>	List the specific ID or name of the report requested. Please, only one report request on each form.
<b>Report FY</b>	Show Fiscal Year (2002-2003 is shown as <b>FY 02</b> ).
<b>Fiscal Month</b>	Fiscal Month ( <b>not</b> calendar month; March is shown as <b>FM 09</b> ).
<b>Period</b>	Several options are available. Refer to the current Ref Card or to the specific report description in Volume 6.
<b>Level-of-detail</b>	Specify desired levels of detail (I-P-O-F), or fill with zeros ( <b>0000</b> ), as appropriate.

If the form is not completed correctly, it will delay the processing of the request.

**REQUESTING COPIES OF TABLES AND FILES**

Commands **G.1**, Table Copy, and **G.2**, File Copy, allow agencies to receive copies of raw CALSTARS data in the following three categories:

- ✧ Copies of Table data. Data selected is from agency-specific or Statewide tables. Statewide tables contain the accounting classification elements that are common to all agencies and are in accordance with the codes in the *Uniform Codes Manual* (i.e., Statewide Descriptor Tables: Category/Object/Object Detail, Fund, Receipt Source, etc.).
- ✧ Files specific to each agency. Data selected is based on the logon Organization Code. These include: agency specific CALSTARS timesheets, budget files and various financial files (e.g., Operating File, History File, Vendor Payment File, etc.). Agencies that do accounting for more than one organization must be signed on to the specific organization for which they wish to request data.
- ✧ The record layout for each table or file. This documentation translates the file structure, including the key length, data sequence and record length. The field name, field size and data characteristics of each field are listed.

**NOTE:** Agencies must request authorization to use this feature when establishing a USERID through the security process (request must be submitted by the agency's security officer).



This is a real-time function. As soon as the **Enter** key is pressed, a job is submitted and the data is copied from the CALSTARS production file as it exists at the time the request is made.

Table Copy and File Copy are normally available any time CALSTARS is available.

### Prerequisites For Using Table Copy and File Copy

To use Table Copy and File Copy, an agency needs to have access to a Node and a User ID to which CALSTARS will transmit output files. The agency also must have a certain level of expertise to make use of the data once it is available. This expertise includes the ability to use data center software or to download the data to an agency facility for further processing. It is also important that the individuals working with the raw file data have knowledge of accounting and the accounting objectives that each of the files is designed to accomplish.

Like other Main Menu functions, access to the Table Copy (Command **G.1** and File Copy (Command **G.2**) is controlled through the Signon ID. One or more agency staff may have access to this function. Once the agency has determined that it has the resources and capability to work with their data outside the CALSTARS environment (see discussion above), a CALSTARS Security Form (CALSTARS 95) may be submitted for each of the staff who are to have access to this function.

**NOTE:** The agency CALSTARS Security Officer should have the form and instructions.

### Table Copy Request Screen and File Copy Request Screen

The following is a sample of the Table Copy screen:

```

9990 G.1: Request Table Copy                                04-04-2002 10:14 AM

Enter under F below: (D=File Data, L=Record Layout)

F      TABLE NAME      F      TABLE NAME
-      - - - - -      -      - - - - -
- Appropriation Symbol   - AS      DGS Expense Allocation   - EA
- Budget Sequence       - BS      DGS Transaction Type     - OD
- Cost Allocation        - CA
- Employee Master File   - EF
- Index Code            - IC
- Organization (Descriptor) - DT
- PCA                   - PA
- Project Control        - PC
- Statewide (Descriptor) - DT
- Timesheet             - TS
- Vendor Edit           - VE

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Main

```

The following is a sample of the File Copy screen:

```

9990 G.2: File Copy                                03-30-2001 03:15 PM

Enter under F below: (D=File Data, L=Record Layout)

F      FILE NAME      F      FILE NAME
-      -              -      -
- Allotment            - AL - Operating            - OP
- Appropriation        - AP - Payroll Extract        - PE
- Cash Control         - CC - Schedule 10 - Current Year - B1
- Check               - CK - Schedule 10 - Prior Year  - B2
- Document            - DF - Schedule 10R - Current Year - B3
- General Ledger       - GL - Schedule 10R - Prior Year  - B4
- Grant Project        - GP - Subsidiary              - SF
- History - Current Month - HY - Vendor Payment        - VP
- History - Prior Month - HY
- History - Prior Year (FM 13) - HY
- Labor Transaction    - LT

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit                                Main

```

These screens function the same. Once the screen is accessed, the next action is to request a record layout or file data (**L** for Record Layout or **D** for File Data). An **L** or **D** is keyed in the "F" column to the left of the specific table(s)/file(s). The **Enter** key may be pressed after each **L** or **D**; or multiple entries may be made before pressing **Enter**. The system responds as described in a later section *System Response To Table Copy and File Copy Requests*.

History files are divided into three segments:

- CM** - Transactions coded with the Current Fiscal Month ending with transactions successfully posting the previous processing night;
- PM** - Transactions coded with the Prior Fiscal Month; or,
- PY** - Transactions coded with FM 13. Data is only available in an FM 13 file between June 30 and the date an agency runs the Year-end Close process.

The Record Layout for the History File is the same regardless of the period option selected.

There are no output options. Except for the History Files and Budget Files, File Copy produces a copy of the entire file for the agency. Unlike Standard Reports, there is no Funding Fiscal Year, Fund, Index/Program/Object levels, etc. selection or exclusion. Also because some of the CALSTARS files are only used by agency option, some files may not contain data for some agencies (e.g., Grant Project File, Allotment File).

**After File Has Been Requested**

As soon as the **Enter** key is pressed, the job to create the requested file or files is submitted. Part of that job, once the file is created, is getting the file copy to the Node/User ID as specified in **Part II** (Items 12, 13 and 14) on the CALSTARS Security Form (CALSTARS 95). If the node is at HHSDC, the process should take only fifteen or twenty minutes; if it is a remote node, then depending on (1) the size of the file copy and (2) the volume of traffic on the communication line, it may take as much as six hours. If the file is not available, in accordance with these guidelines, call the Production Control Unit, (916) 323-7541, CNET 467-7541.

An **L** request for a table/file results in a data set that is a listing of the *format* of that table/file. This listing is built on COBOL definitions. See Exhibit II-8 for a sample file record layout (COPY MEMBER OP\$VREC) of the Operating File.

EXHIBIT II-8  
SAMPLE OF A FILE LAYOUT FROM FILE COPY

```

*****
*           BEGINNING OF COPY MEMBER  CK$VREC           *
*           CHECK FILE                                   *
*           RECORD LENGTH  105                           *
*           KEY           LENGTH  23                     *
*           PRIOR CHANGE DATE: 03-01-86 (GY)             *
*           CURRENT CHANGE DATE: 08-14-96 (VFS)          *
*****

01 CK-RECORD.
03 CK-CONTROL-KEY.
05 CK-ORG-CODE                      PIC X(4) .
05 CK-CHECK-NUMBER.
07 CK-CHECK-ACCOUNT-NUM           PIC X(3) .
07 CK-CHECK-SEQUENCE-NUM         PIC X(6) .
05 CK-FUND4.
07 CK-FUND-1                      PIC X.
07 CK-FUND-NUMBER                 PIC X(3) .
05 CK-SUB-FUND4.
07 CK-SUB-FUND-1                  PIC X.
07 CK-SUB-FUND2-4                 PIC X(3) .
05 CK-SEQUENCE-NUMBER             PIC 9(2) .
03 CK-I-INFORMATIONAL-ELEMENTS.
05 CK-I-CHECK-DATE8.
07 CK-I-CHECK-DATE-CC            PIC X(2) .
07 CK-I-CHECK-DATE.
09 CK-I-CHECK-YY                  PIC X(2) .
09 CK-I-CHECK-MM                  PIC X(2) .
09 CK-I-CHECK-DD                  PIC X(2) .
05 CK-I-CHECK-AMT-X.
07 CK-I-CHECK-AMT                 PIC S9(9)V99 COMP-3.
05 CK-I-REVERSE                   PIC X.
05 CK-I-VENDOR-ID.
07 CK-I-VENDOR-NO                 PIC X(10) .
07 CK-I-VENDOR-SUFFIX             PIC X(2) .
05 CK-I-VENDOR-NAME               PIC X(30) .
05 CK-I-TRANS-YEAR4.
07 CK-I-TRANS-YEAR-CC             PIC X(2) .
07 CK-I-TRANS-YEAR                PIC X(2) .
05 CK-I-FISCAL-MONTH              PIC X(2) .
05 FILLER                         PIC X(19) .

*****
*           END OF COPY MEMBER  CK$VREC           *
*****

```

### System Response to a Table Copy and File Copy Requests

When the **L** or **D** entry has been made in the "F" column next to the appropriate file(s) and **Enter** is pressed, the copy process begins. No transmission file or nightly batch process is involved. This means that the table/file being copied is as it existed after the last nightly update. When the system returns control to the screen, those tables/files that had an **L** in the select column now display a **#**; those tables/files that had a **D** now display a **\***. This indicates that the system has begun the copy routine for those marked files.

Since this is a 'real time' function, the system may only track the request(s) entered while the current session (Command **G.1** or **G.2**) remains in use. While in the session, the **#** or **\*** indicators for previous requests are in one color and the **#** or **\*** indicators from the most recent request are in another color. If the **F12** key is pressed to return to the Main Menu and then the Table Copy or File Copy function is accessed again, nothing in the "F" column will remain to indicate any previous activity for the day.

Since the copy of the table/file is 'as it existed' after the last batch process, there is no reason to request a second copy on the *same* day. If a second copy is accidentally requested, there will be a second copy available and there will be some cost associated with the duplicate request.

### File Copy Retention and Costs

Table Copy and File Copy data sets sent to an HHSDC Node/User ID have a **7-day retention period**. Files (data sets) sent to other Node/User IDs cannot be tagged with a limited retention period.

**Recommendation:** *Extract data or run agency programs against the Table Copy and File Copy data as soon as practical.* This is to keep the data storage costs to a minimum (which could be significantly larger than the file copying costs itself) and to conserve storage resources. Once the data has been used, the Table Copy and File Copy files should be purged (**D**-Delete data set).

Each agency using Table Copy and File Copy pays the actual cost of its use. Once the data set is output to the agency's Node/User ID, storage costs for those files are the agency's responsibility.

## SYSTEM ACCESS TO DATA SETS (FILES)

Using the HHSDC Time Share Option (TSO) and entering a USERID signon, the data sets (files) requested through Commands **G.1**, **G.2** and **G.3** (Destination **D1**, **F1** or **N1**) may be listed and accessed. The information in this section is not comprehensive or intended to replace training available from HHSDC, but it provides some familiarity with the screens and the minimal input coding to access agency data sets. These procedures are also discussed in the CALSTARS Monarch Training classes offered by CALSTARS training staff. The steps are shown below.

**Step 1:** Access the HHSDC timeshare option (TSO) by entering the authorized TSO domain code and pressing **Enter**. (Example: 'ctso') See the screen below.

```

HHHHH
HHHHH          HEALTH AND WELFARE AGENCY DATA CENTER
HHHHH          for Official State Use Only
HHHHH
HHHHH          S23GZ080
HHHHH
HHHHH  HHHHH  WWWWWW  WW  WWWDDDDDDDDDDDD  CCCCCC
HHHHHHHHHHHHHHHHHH  WWWWWW  WWW  WWWWWWDDDDDDDDDDDD  CCCCCCCCCCCCCC
HHHHHHHHHHHHHHHHHH  WWWWWW  WWWWWW  WWWWWW  DDDD  CCCCCC  CCCCC
HHHHHH  HHHHHH  WWWWWW  WWWWWW  DDDD  DDDD  CCCC
HHHHH  HHHHH  WWWWWW  WWWWWW  DDDD  DDDD  CCCC
HHHHH  HHHHH  WWWWWW  WWWWWW  DDDD  DDDD  CCCCCC  CCCCC
HHHHH  HHHHHH  WWWWWW  WWWWWW  DDDDDDDDDDDDD  CCCCCCCCCCCCCC
HHHHH  HHHHHH  WWW  WWW  DDDDDDDDDDD  CCCCCC
ctso

```

**Step 2:** Key your TSO USERID and press **Enter**. Example: 'csxxx'

```

IKJ56700A ENTER USERID -

csxxx

```

**Step 3:** In the space following "Password ==>" (prompted by the cursor position), key your password and press **Enter**.

**NOTE:** the password will not be visible on the screen.

```

----- TSO/E LOGON -----

Enter LOGON parameters below:                RACF LOGON parameters:

Userid   ==> CSXXX

Password ==>                                New Password ==>

Procedure ==> TSOGENRL                      Group Ident ==>

Acct Nbr ==> CSTSOXXX0T

Size     ==> 4096

Perform  ==>

Command  ==>

Enter an 'S' before each option desired below:
        -Nomail          -Nonotice          -Reconnect          -OIDcard

PF1/PF13 ==> Help      PF3/PF15 ==> Logoff    PA1 ==> Attention    PA2 ==> Reshow
You may request specific help information by entering a '?' in any entry field

```

**Step 4:** A new screen will appear which will show '\*\*\*\*' or 'READY' on the last line. Press **Enter** if the '\*\*\*\*' is present. When the 'READY' appears, key **ispf** and press **Enter**. **Alternatively**, advanced TSO users may by-pass the next two steps by keying **ispf 3.4** and pressing enter.

```

IKJ56455I CSXXX LOGON IN PROGRESS AT 11:25:34 ON DECEMBER 17, 2000
*****  Welcome to TSO on the HWDC OS/390 Version 1 Release 3  *****
          for HWDC information see SYS2.NEWS

*****

** 11/29/00 The JES2 component of OS/390 1.3 was installed on the
      shared complex at 0001 on 11/29/98.

** 11/06/00 ConnectDirect 3.2 is now available for testing.
      See SYS2.NEWS(CDIRECT) for more information.

** 11/06/00 Network Data Mover (NDM) is going away 11/23/00.
      See SYS2.NEWS(NDM) for more information.
ALLOCATING SYSPROC
READY
ispf

```

**Step 5:** In the space following "Option ==>" (prompted by the cursor position), key **3** and press **Enter**. ('UTILITIES' is selected.)

```

----- ISPF/PDF 3 3 PRIMARY OPTION MENU -----
OPTION ==>
 0 ISPF PARMS - Specify terminal and user parameters  USERID - CSXXX
 1 BROWSE     - Display source data or output listings  TIME   - 11:36
 2 EDIT       - Create or change source data           DATE   - 98/12/17
 3 UTILITIES  - Perform utility functions              JULIANS - 98 351
 4 FOREGROUND - Invoke lang processors in foreground    TERMINAL - 3278
 5 BATCH      - Submit job for language processing      PF KEYS - 24
 6 COMMAND    - Enter TSO Command, CLIST, or REXX exec  PROC   - TSOGENRL
 7 DIALOG TEST - Perform dialog testing                 PREFIX  - CSXXX
 9 IBM PRODUCTS- Additional IBM program development products
10 SCLM       - Software Configuration and Library Manager
 C CHANGES   - Display summary of changes for this release
 H HWDC       - HWDC Utility Functions
 I IOF        - Interactive Output Facility
 P PANVALET   - PANVALET Browse, Edit and Utilities
 T TUTORIAL   - Display information about ISPF/PDF
 X EXIT       - Terminate ISPF using log and list defaults

Enter END command to terminate ISPF.

```

**Step 6:** In the space following "Option ==>" (prompted by the cursor position), key **4** and press **Enter**. ('DSLISL' is selected.)

```

----- UTILITY SELECTION MENU -----
OPTION ==>
 1 LIBRARY    - Compress or print data set  Print index listing
               Print, rename, delete, or browse members
 2 DATASET    - Allocate, rename, delete, catalog, uncatalog, or
               display information of an entire data set
 3 MOVE/COPY  - Move, copy, or promote members or data sets
 4 DSLISL     - Print or display (to process) list of data set names
               Print or display VTOC information
 5 RESET      - Reset statistics for members of ISPF library
 6 HARDCOPY   - Initiate hardcopy output
 8 OUTLIST    - Display, delete, or print held job output
 9 COMMANDS   - Create/change an application command table
10 CONVERT    - Convert old format menus/messages to new format
11 FORMAT     - Format definition for formatted data Edit/Browse
12 SUPERCE    - Compare data sets (Standard Dialog)
13 SUPERCE    - Compare data sets and Search-for strings (Extended Dialog)
14 SEARCH-FOR - Search data sets for strings of data (Standard Dialog)

```



**Step 7:** In the space following "DSNAME LEVEL ==>" (move the cursor to this position), key **csnnnn.\*** (where 'nnnn' is the org code) and press **Enter**. The '\*' (asterisk) is a "wildcard" to display all data sets associated with the csnnnn agency ID.

```

----- DATA SET LIST UTILITY -----
OPTION ==>

blank - Display data set list *          P - Print data set list
V      - Display VTOC information only    PV - Print VTOC information only

Enter one or both of the parameters below:
DSNAME LEVEL ==> CS9990.*
VOLUME      ==>

INITIAL DISPLAY VIEW      ==> VOLUME      (VOLUME,SPACE,ATTRIB,TOTAL)
CONFIRM DELETE REQUEST    ==> YES          (YES or NO)

* The following line commands will be available when the list is displayed:

B - Browse data set          C - Catalog data set          F - Free unused space
E - Edit data set           U - Uncatalog data set         = - Repeat last command
D - Delete data set         P - Print data set
R - Rename data set         X - Print index listing
I - Data set information    M - Display member list
S - Information (short)    Z - Compress data set          TSO cmd, CLIST or REXX exec

```

**Step 8:** Referring to the line commands listed on the previous screen (Step 7), key **B** or **S** in the left position under the "COMMAND" column to retrieve the data set from archive and press **Enter**.

```

DSLIST - DATA SETS BEGINNING WITH CS9990.* ----- ROW 1 OF 12
COMMAND ==>                                           SCROLL ==> PAGE

COMMAND      NAME                                     MESSAGE      VOLUME
-----
          CS9990.CSTARB04.RPME0001.DQ.D2001217.T204408      D30768
          CS9990.CSTARB04.RPME0001.DZ.D2001217.T204408      D30902
          CS9990.CSTARQ12.RCMY0001.NQ.D2001217.T134358      BROWSED      D93219
          CS9990.CSTARQ12.RPM-0230.NZ.D2001217.T134358      D31153
          CS9990.CSTARQ16.RPM-0000.FQ.D2001217.T134359      D93017
          CS9990.CSTARQ16.RPM-0000.FZ.D2001217.T134359      D31145
          CS9990.DATA.AS.QSAM.D2001215.T094250              D92273
          CS9990.DATA.GP.QSAM.D2001106.T100827              DELETED      ??????
          CA9990.DATA.VP.QSAM.D2001106.T112215              D48254
          CS9990.ISPF.ISPROF                                D30259
b          CS9990.LAYOUT.OP.QSAM.D2001109.T071849            D30382
          CS9990.TS0.BROADCAST.MSGS                          D30256
***** END OF DATA SET LIST *****

```

**Step 9:** Using the '**S**', Information (short) command and pressing **Enter** displays the expiration date and other information about the data set.

**NOTE:** *The data set is only available for 7 days before it is deleted automatically by system maintenance.*

```

----- DATA SET INFORMATION -----
COMMAND ==>

DATA SET NAME: CS9990.LAYOUT.BS.QSAM.D2001218.T070246

GENERAL DATA:                                CURRENT ALLOCATION:
Volume serial:          D30382                Allocated Tracks:          1
Device type:            3390                  Allocated extents:         1
Organization:           PS
Record format:          FB
Record length:          80
Block size:             27920
1st extent Tracks:      1
Secondary Tracks:       1

                                CURRENT UTILIZATION:
                                Used Tracks:          1
                                Used extents:          1

Creation date:           1998/12/18
Expiration date:         1998/12/25

```

### Data Set (File) Naming Convention

A standard naming convention is used that defines the data sets (files) *content* and *origination*. All data sets created through Command G.3 (Report Request destination **D1**, **F1** or **N1**) and Commands G.1 and G.2 (Table and File Copy command **D**-Data or **L**-Layout) and are classified and cataloged in a library until HHSDC system or agency maintenance is performed (which ever occurs first). Exhibits II-9 and II-10 display and define each type of data set that may be requested through CALSTARS.

EXHIBIT II-9  
COMMAND G.3 (REPORT REQUEST)  
DATA SET NAMING CONVENTION

Source	Naming Convention									
Record Key ==>	1	2	3	4	5	6	7	8	9	10
Report Request - Data (D1)	CS9990.CSTARB04.RPME0001.DQ.D2001217.T204408									
Report Request - 'Now' (N1)	CS9990.CSTARQ12.RPME0230.NQ.D2001217.T134358									
Report Request - File (F1)	CS9990.CSTARQ16.RPME0001.FZ.D2001217.T134359									
RECORD KEY:										
1 - CS = stands for "CALSTARS"										
2 - 9990 = Organization Code of request/user										
3 - CSTAR = CALSTARS standard report										
4 - B04 = 3-digit report ID (e.g., B04, H00, Q16, etc.)										
5 - R = Requestable report										
6 - PME0001 = Level of report detail (FM = PM or CM, PY, 01-13; Period = E or M, Y, C, P, I, -; and I-P-O-F = 0001 or various 0-9)										
7 - D = report Destination Code (D - Data, F - File, N - Now)										
8 - Q = data compression (Q - unzipped QSAM, Z - zipped) *										
9 - D2001217 = Date ('D') 1-digit Century, Year, Month and Day (2001217 = December 17, 2000)										
10 - T134358 = Time ('T') file created, hhmmss (134358 = 1:43:58 PM)										

- \* Data Sets ordered with a Destination Code of 'D', 'F' or 'N' are created with "unzipped" (uncompressed) and "zipped" (compressed) versions. Compressed report files can be as much as 95% smaller than the uncompressed file and download proportionally faster. However, once downloaded, the compressed file must be expanded in the local environment (at the agency) using PKUNZIP or other software such as WINZIP. This software is widely available, easy to use and requires only a few minutes to execute.

EXHIBIT II-10  
COMMANDS G.1 AND G.2 (CALSTARS TABLE AND FILE COPY)  
DATA SET NAMING CONVENTION

Source	Naming Convention
Record Key ==>	1 2 3 4 5 6 7
Agency Descriptor Tables <b>D-Data</b>	<b>CS9990.DATA.DT9990.QSAM.D2001124.T102247</b>
Stwde Descriptor Tables <b>D-Data</b>	<b>CS9990.DATA.DT0000.QSAM.D2001124.T110236</b>
History files <b>D-Data</b>	<b>CS9990.DATA.HYPM.QSAM.D2001218.T110829</b>
Budget Sequence <u>Sch 10</u> <b>D-Data</b>	<b>CS9990.DATA.CS10CY.QSAM.D2001218.T110552</b>
Budget Sequence <u>Sch 10R</u> <b>D-Data</b>	<b>CS9990.DATA.CS10PY.QSAM.D1981218.T111029</b>
Other files <b>D-Data</b>	<b>CS9990.DATA.AS.QSAM.D2001215.T094250</b> <b>CS9990.DATA.GP.QSAM.D2001215.T094833</b> <b>CS9990.DATA.DF.QSAM.D2001215.T095120</b> <b>CS9990.DATA.OP.QSAM.D2001215.T094050</b>
Record format (all files and tables) <b>L-Layout</b>	<b>CS9990.LAYOUT.OP.QSAM.D2001106.T112645</b>
<p>RECORD KEY:</p> <p><b>1 - CS</b> = stands for "CALSTARS"</p> <p><b>2 - 9990</b> = Organization Code of request/user</p> <p><b>3 - DATA</b> = type of content, Command <b>G.1</b> and <b>G.2</b> (<u>DATA</u> or <u>LAYOUT</u>)</p> <p><b>4 - DT9990</b> = File ID (<b>DT</b> = Descriptor table) <u>and</u> Org Code (org <b>0000</b> = statewide table)</p> <p><b>HYPM</b> = File ID (<b>HY</b> = History File; <u>and</u> Period (<b>PM</b>, <b>CM</b>, <b>PY</b>))</p> <p><b>CS10CY</b> = File ID (<b>CS</b> = Budget Sequence, <b>10</b> = Schedule 10) <u>and</u> Fiscal Year ( <b>CY</b> = Curr Yr)</p> <p><b>CS10RPY</b> = File ID (<b>CS</b> = Budget Seq, <b>10R</b> = Schedule 10R) <u>and</u> Fiscal Year ( <b>PY</b> = Pr Yr)</p> <p><b>AS</b> = File ID (<b>AS</b> = Appropriation Symbol Table)</p> <p><b>5 - QSAM</b> = type of file (<b>QSAM</b> = sequential access)</p> <p><b>6 - D2001124</b> = Date ('D') 1-digit Century, Year, Month and Day (<b>2001124</b> = November 24, 2000)</p> <p><b>7 - T102247</b> = Time ('T') file created, hhmmss (<b>102247</b> = 10:22:47 AM)</p>	